



## People You Should Know – Dean of Students Office

The Dean of Students Office has the responsibility for the well-being of the student body. It is the place where students may ask questions about any aspect of school life, seek advice and receive individual attention. The duties shared by this office and the five deans include, but are not limited to, student housing, advising, attendance, academic scheduling, out of town permissions, academic support, student activities and entertainment, discipline, orientations, student records, multicultural affairs, and I-20 forms for international students.

You can reach the Dean of Students Office in the following ways

Phone: 603-777-3411 Fax: 603-777-4396

Email: [dean\\_students@exeter.edu](mailto:dean_students@exeter.edu)

*Office Administrative Support Staff:*

**Lee Rollick**, Administrative Manager, [lrollick@exeter.edu](mailto:lrollick@exeter.edu)

Ms. Rollick oversees the administration of the entire DOS office as well as the parent portal and other important DOS processes and procedures. Ms. Rollick oversees and manages student and academic records. She ensures that students' personal and academic information is up-to-date and accurate. Ms. Rollick provides documentation and data support for the deans, academic departments, faculty and other administrative offices.

**Amy Murphy**, Receptionist-OOT Specialist, [amurphy1@exeter.edu](mailto:amurphy1@exeter.edu)

Ms. Murphy will be your first point of contact when you call or visit the DOS office. She is our out-of-town specialist and will be able to help you with the petitioning process as well.

**Linda Hardej**, Administrative Assistant -Attendance Specialist, [lmhardej@exeter.edu](mailto:lmhardej@exeter.edu)

Mrs. Hardej works closely with Dean Coole in overseeing the attendance of the entire student body. If you need to clear an absence or one has been given in error, she can help.

**Elaine Kanchuga**, Administrative Assistant- SEVIS Support, SEVIS DSO, [ekanchuga@exeter.edu](mailto:ekanchuga@exeter.edu)

Mrs. Kanchuga works closely with deans to prepare their correspondence and faculty reports. She assists the out-of-town and petition processes and requirements. Mrs. Kanchuga also issues I-20's, manages international student paperwork and works closely with the international student coordinator, Ms. Smith to resolve visa questions and problems.

**Judy Gobbi**, Administrative Assistant- SEVIS Support, SEVIS DSO, [jgobbi@exeter.edu](mailto:jgobbi@exeter.edu)

Mrs. Gobbi assists and supports the needs of the Dean of Students, Office of Multicultural Affairs, Director of Equity and Inclusion, and Director of Student Well-Being. She also assists with the out-of-town processes and requirements as well as the international student paperwork.

*Deans of Students:*

**Melissa D. Mischke**, Dean of Students, [mmischke@exeter.edu](mailto:mmischke@exeter.edu)

Mrs. Mischke oversees all aspects of student life including residential life and academic progress. She works closely with the students, parents, the other deans, dorm and day-student advisers, dormitory heads, student activities and our health care professionals. Your well-being and experiences at Exeter are of great importance to her and her colleagues.

**Carol Cahalane**, Dean of Residential Life, [ccahalane@exeter.edu](mailto:ccahalane@exeter.edu)

Ms. Cahalane works to implement faculty and student goals in residential life. She helps dormitory faculty and proctor teams resolve areas of student concern. You will most likely see Ms. Cahalane visiting your dormitory at one time or another. Ms. Cahalane also oversees all disciplinary matters in coordination with the Discipline Committee. She also oversees day students and oversees their connection to this community.

**Gordon Coole**, Dean of Student Health, [gcoole@exeter.edu](mailto:gcoole@exeter.edu)

Mr. Coole is responsible for coordinating students' health concerns with our health care professionals, students' advisers and their teachers. He the liaison between the deans office and the health center. Mr. Coole also oversees the attendance of the student body and serves as the chair of the Attendance Committee.

**Brooks Moriarty**, Dean of Academic Affairs, [bmoriarty@exeter.edu](mailto:bmoriarty@exeter.edu)

Mr. Moriarty oversees students' academic programs and schedules as well as manages the collection of grades and term teacher comments. He works with students, their advisers, and parents concerning academic issues, graduation requirements, departmental placement and scheduling.

**Sami Atif**, Interim Dean of Multicultural Student Affairs, [satif@exeter.edu](mailto:satif@exeter.edu); 603-777-3213

Mr. Atif works to support students from diverse backgrounds through the Office of Multicultural Affairs. Ms. Jennifer Smith, our International Student Coordinator, and a Multicultural Administrative Intern assist him. Together with students, faculty and staff, they work to educate the community about issues of diversity, inclusion, equity and social justice.

*Also:*

**Jennifer Smith**, International Student Coordinator, [jsmith1@exeter.edu](mailto:jsmith1@exeter.edu); 603-777-3294

Ms. Smith works in the Multicultural Affairs office with Dean Atif. She administers international student and related programming, including International Student Orientation. Ms. Smith also oversees F-1 visa student documentation and issues. She works closely with Mrs. Kanchuga in the Dean's Office to ensure institutional compliance and student visa support.