



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 many aspects of school life, seek advice and receive individual attention. The duties shared by the five deans and their office 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

Email: dean_students@exeter.edu

Fax: 603-777-4396

Office Administrative Support Staff:

Janice Ziemba, Administrative Manager, jziemba@exeter.edu

Ms. Ziemba oversees the administration of the entire DOS office as well as the parent portal and other important DOS processes and procedures.

Lee Rollick, Receptionist - OOT Specialist, lrollick@exeter.edu

Ms. Rollick 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

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

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.

Erica Madden, Database Specialist-Student Systems, emadden@exeter.edu

Ms. Madden oversees and manages student and academic records. She ensures that students' personal and academic information is up-to-date and accurate. Ms. Madden provides documentation and data support for the deans, academic departments, faculty and other administrative offices.

Deans of Students:

Melissa D. Mischke, Dean of Students, 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.

Arthur J. Cosgrove, Dean of Residential Life, acosgrove@exeter.edu

Mr. Cosgrove works to implement faculty and student goals in residential life. He helps dormitory faculty and proctor teams resolve areas of student concern. Mr. Cosgrove oversees all disciplinary matters in coordination with the Discipline Committee. This year, Mr. Cosgrove will oversee and support the day students and their connection to the community.

Gordon Coole, Dean of Student Health and Wellness, 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 Dean of Students Office and the Health Center. Mr. Coole also oversees the attendance of the student body and serves as the chair of the Attendance Committee.

Karen Lassey, Dean of Academic Affairs, kgeary@exeter.edu

Ms. Lassey oversees students' academic programs and schedules as well as manages the collection of grades and term teacher comments. She works with students, their advisers, and parents concerning academic issues, graduation requirements, departmental placement and scheduling. Ms. Lassey also works with students who have special educational accommodations, facilitating support in the classroom.

Rosanna Salcedo, Dean of Multicultural Affairs, rsalcedo@exeter.edu; 603-777-3213

Ms. Salcedo works to support students from diverse backgrounds through the Office of Multicultural Affairs. She is assisted by the International Student Coordinator, Ms. Smith and the Multicultural Administrative Intern. Together with students, faculty and staff, they work together to educate the community about issues of diversity, inclusion, equity and social justice.

Also:

Jennifer Smith, International Student Coordinator, jsmith1@exeter.edu; 603-777-3294

Ms. Smith works in the Multicultural Affairs office with Dean Salcedo and our Multicultural Administrative Intern. 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 deans office to ensure institutional compliance and student visa support.