



Marshall B. KETCHUM UNIVERSITY

University Student Affairs

MBKU Student Services/Community Resources “Cheat Sheet”

Please refer to the University Student Handbook for more information on each item

My.Ketchum.Edu Portal

- Students Tab
 - Student Activities & Services
 - Documents/Accounts Info/Unofficial Transcript
 - MBKU Student Association
 - Program Pages (SCCO, SPAS, COP)
 - SCCO Review Sessions/BSK Tutors
 - Transcript/Records Request Form
 - Recommendation Release Form
- Financial Aid Tab
 - General Info/Program-Specific Info
 - Work Study/Student Employment
 - Student Accounts
 - Forms & FAQs
- Student Life Tab
 - Peer Advisor Blog
 - Housing Information & Wait List
- Community Tab
 - “Report a Concern” Form

University Student Affairs

(714-449-7444)

--Dr. Carmen Barnhardt

SCCO Student Affairs

(714-992-7845)

--Dr. Cathie Heyman

SPAS Student Affairs

(714-872-5703)

--Professor Salcido

COP Student Affairs

(714-872-5698)

--Chris Bell

Student Achievement Center Moodle Site

- Study Resources, Peer Advisor Lists
- Events & Activities
- Career/Job Search Resources
 - Jobs.Ketchum.Edu – MBKU Online Job Board
- Counseling Services
- Title IX, ADA, FERPA & Other Stuff

Student Achievement Center Resource Room – Building D, Student Affairs

- Coffee (bring your own cup)
- Place to rest
- Table w/ chairs and white board
- Device charging station
- Personal and professional development reading material/brochures
- Magazines, coloring books, etc.

Notary & Jury Duty Excuse Letter for Students – Building D, Student Affairs

(Betty Sanchez – bsanchez@ketchum.edu)

Mailroom – Building C, 1st Floor

(David Green – dgreen@ketchum.edu)

- May mail letters/packages

Campus Store – Building F, Low Student Union

(Deb Woods – dwoods@ketchum.edu)

Student Accounts – Building D, Student Affairs

(Arlyn Villaruz – avillaruz@ketchum.edu)

Financial Aid & Work-Study – Building D, Student Affairs

(Barbara Breffle – bbreffle@ketchum.edu)

(Doug Thoin – dthoin@ketchum.edu)

(Debbie Walker – dwalker@ketchum.edu) <-----Work-Study

Student Rec Center – Building F, Low Student Union

(University Student Executive Council – USEC@ketchum.edu)

- Pool table, Ping Pong table, games, vending, comfortable seating, kitchen area

Disability Accommodations and Religious Adjustments/Adjustments for Pregnancy & Parenting – Building D, Student Affairs

(Dr. Carmen Barnhardt – cbarnhardt@ketchum.edu)

- Reference full policy and procedures in University Student Handbook

University Student Counseling Services

(Dr. Alyse Kirschen – akirschen@ketchum.edu OR 714-449-7835)

- No cost – part-time office in Building F, Low Student Union

(Hope Counseling Center – 714-681-7225 OR 714-879-3901 x1266)

- \$5 per session for MBKU students
- Individual, couples, and family counseling | NOT religious-based

Campus Safety – Building B, 1st Floor

(CampusSafety@ketchum.edu OR 714-992-7892)

- Safety Escorts | Safety Programs for Students (self-defense)
- Lost & Found | Parking permits & questions

IT Support

(ITsupport@ketchum.edu – see “Technology” tab of My.Ketchum.Edu)

- WiFi, printing, My.Ketchum.Edu, email, general tech issues

MultiMedia Services

(mms@ketchum.edu)

- Photographs, Moodle, Lecture Capture

MBKU Student Lockers

- First-come, first-served and bring your own lock
 - Optometry lockers are in Building C (2nd floor)
 - PA and Pharmacy lockers are in Building E (Health Professions)
 - Lockers are also located in the Ketchum Health Student Lounge

Important Community Numbers

(In an emergency, call 911)

- Local Law Enforcement Agencies
 - Fullerton PD 714-738-6800
 - Placentia PD 714-993-8164
 - Anaheim PD 714-765-1900
 - Brea PD 714-990-7625
- Hotline Support
 - National Suicide Hotline 800-784-2433
 - OC Domestic Violence Hotline 714-992-1931
 - Rape Crisis Hotline 714-957-2737
 - Sexual Assault Victim Services 714-834-4317
 - OC County Rape Crisis Center 866-935-4783
- Local Emergency Facilities
 - St. Jude Medical Center 714-871-3280
 - Kaiser Permanente 714-644-2000