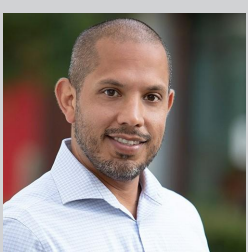




Otis College Student Resource Guide

2024-2025



Nick Negrete, Ed.D.

Vice President of Student Affairs
and Campus Diversity & Inclusion

- Oversees the Division of Student Affairs and DEI (can be contacted if Dean or Assistant Dean are unavailable).
- Campus DEI efforts
-

nnegrete@otis.edu

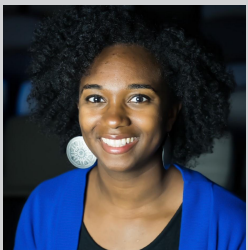


Jason Cha, Ph.D.

Dean of Student Affairs

- Student Conduct*
- Student CARE/ Behavioral Concerns
- Academic Integrity / Plagiarism*
- College Issues and Transitions
- General Student Concerns and Grievances*

jcha2@otis.edu



Jess Johnson Mills, M.A.

Assistant Dean of Student Affairs
Title IX Coordinator

- Disability Services
- Title IX Coordination
- Basic Needs (food pantry)

jjohnsonmills@otis.edu



Theresa Lucas, Ed.D.

Director, Diversity, Equity,
Inclusion and Belonging

- Leads college-wide DEI efforts with VP
- Oversees DEI Council
- Manages and supports student DEI programming and partners with departments on programs (including veterans and international students)

tlucas@otis.edu



Julia Bingham, M.Ed.
Executive Director, Career Services

- Career Education workshops & counseling
- On and off-campus internship & job search
- Resume, cover letter & portfolio reviews

careerservices@otis.edu

TBA
Medical Assistant, Student Health and Wellness Center

- Student Health Insurance
- Schedule Appointments for Medical and Counseling

studenthealth@otis.edu



Julie Spencer, M.D. M.P.H.
Director and Physician, Student Health and Wellness Center

- Oversees Medical Services
- Immunizations
- Injury* / Illness* / Medical Assistance*

studenthealth@otis.edu



James Birks, LMFT
Director, Counseling and Psychological Services (CAPS)

- Leads counseling staff
- Mental Health
- Psychological Counseling
- Psychiatric Referrals

caps@otis.edu

*Incident report form must be filled out online.



Francarlo Resto, M.A.

Director, Student Engagement and Leadership

- Student Life / Student Activities
- Student Leadership
- Clubs / Organizations
- New Student Orientation
- Commencement

fresto@otis.edu



Melinda Patton, M.S.

Director, Residence Life and Housing

- Residence Life and Housing
- Summer Housing
- Resident Assistants

mpatton@otis.edu



Briana Murrell, Ed.D.

Director, Student Learning Center

- Tutoring Services
- Academic Workshops
- Student Success Coaching
- Writing Labs

slc@otis.edu



Michelle Andrade

Director of Academic Advising

- Academic Advising

mcandrade@otis.edu

*[Incident report form](#) must be filled out online.



Ricardo Estrada

Assistant Director of Academic Advising

- Academic Advising

advising@otis.edu



Michaela Matsumoto, M.Ed

Executive Director, Financial Aid and One Stop

- Financial Aid
- Student Accounts
- Emergency Loans
- Registration

mmatsumoto@otis.edu



TBA

Senior Safety and Security Officer

- Campus Safety and Security

campussafety@otis.edu



Alia Saeed

International Student Services
Primary Designated School Official
(PDSO)

- F-1 Status Advising
- CI-20 Issuance / Updates
- CPT / OPT

asaed@otis.edu

*Incident report form must be filled out online.