



Dean of Students Resource Guide

An online guide with active links to these resources
can be found at williamjames.edu/studentresources

Student Services

Registrar

Sonji Paige, registrar@williamjames.edu

Financial Aid

Hilary Baxter, financialaid@williamjames.edu

Bursar

Debra Boyce, bursar@williamjames.edu

Dean of Students Office

williamjames.edu/studentlife

Dean of Students

Dr. Ann Coyne, ann_coyne@williamjames.edu
deanofstudents@williamjames.edu

Director, Academic Resource Center (ARC)

Joan Axelrod, joan_axelrod@williamjames.edu

Assistant Director, Academic Resource Center (ARC)

Dan Kason, daniel_kason@williamjames.edu

Research and Writing Specialist, ARC

Matt Kramer, matt_kramer@williamjames.edu

Director, Student Life and Student DEI

Meridith Apfelbaum, meridith_apfelbaum@williamjames.edu

Director, Accessibility Services

Jonathan Corey, jonathan_corey@williamjames.edu

Administrative Coordinator

Hannah Bozue Masino, hannah_bozue@williamjames.edu

Student Leadership and Organizations

Student Leadership

Leading Excellence Across Departments (LEAD)

Academic Councils Engaging Students (ACES)

[Student Leadership Model](#)

Student Groups

Examples of student led organizations:

Asian Student Group	Rainbow Alliance
Gero-Volunteer Corps	Sports & Psychology
Mindfulness Group	Trauma Awareness
Music and Psychology	WJC Military

[Student Group Guidelines](#)

Academic Advising

Clinical Psychology

Dr. Joseph Toomey, joseph_toomey@williamjames.edu

Counseling and Behavioral Health

Dr. Nilda Laboy, nilda_laboy@williamjames.edu

Organizational and Leadership Psychology

Dr. Suzanne Devlin, suzanne_devlin@williamjames.edu

School Psychology

Dr. Jason Kaplan, jason_kaplan@williamjames.edu

Academic Resource Center

[ARC Research and Writing Resource Guide](#)

Joan Axelrod, joan_axelrod@williamjames.edu

Career Resources

williamjames.edu/career-services

Meridith Apfelbaum, meridith_apfelbaum@williamjames.edu

IT and Services

support.williamjames.edu • support@williamjames.edu

Library

[WJC Book Store](#) • guides.williamjames.edu

Julia Clement, julia_clement@williamjames.edu

Manny Jeudy, emmanuel_jeudy@williamjames.edu

Self Care and Other Resources

[WJC Self-Care and Other Resources](#)

Students with Disabilities

Director of Accessibility Services

Jonathan Corey, jonathan_corey@williamjames.edu

[WJC Accessibility Services](#)

Student Employment

[Federal Work-Study Application Form](#)

[CareerLink Job Portal](#) • financialaid@williamjames.edu



Dean of Students Resource Guide

An ADVISOR is a collaborative, affirming, encouraging, respectful, individualized, role model.

Schedule

1. Email advisees as soon as they are assigned to you.

- Share your contact info and set up an appointment in the first three weeks of the semester.

2. Define the process and a suggested schedule of when you will be meeting across the year during the first meeting. Set up a two-week follow-up for your next check-in.

Define the parameters and focus:

- Academic Planning and Curriculum Mapping
- Field Site Planning and Decision Making
- Professional Exploration and Planning
- Manage stressors while meeting academic and professional obligations
- Personal growth

3. Schedule a one-month follow-up at the two-week check-in.

4. Schedule a meeting mid-semester before registration at the one-month follow-up to review course selection and discuss field site search.

First Years

Consider holding an early group meeting with the intention of helping them create an on-going support group. If successful, facilitate periodic group advisory meetings.

- Understand and respect that each advisee brings different perspectives, experiences, and interests.
- Communicate clearly & frequently about expectations. Ensure mutual understanding.
- Help develop a timeline for completing academic requirements and meeting professional goals.
- Meet regularly to review progress, goals, challenges, and future plans.
- Encourage openness about challenges or difficulties and work with advisee to resolve.
- Listen to and support scholarly and professional goals.
- Be knowledgeable about dept. and graduate school policies.
- Be aware of institutional resources.
- Prepare advisee to be competitive and challenge your advisee.
- Model key behaviors, like confidence.
- Champion advisee dreams and give public praise.

** This advice is sourced from the American Psychological Association and the National Academic Advising Association.*



Who wants what?

What Advisees Want from Advisors

- Respond to emails
- Frequent check-ins
- Open-minded, clear, constructive feedback
- Keep up with changes in the job market

What Advisors Want from Advisees

- Stay in touch
- Remember the big picture
- Be aware of department policies and procedures