

**Office Manual  
for  
the  
Office for Adult Students**

**Mission Statement:**

**As part of the Division of Academic Affairs, the Office for Adult Students works to "support the University's commitment to serve students 'at any stage of their lives' by facilitating activities and services to enhance the adult student's university experience."**

**History:**

**This Office opened its doors at 104 Elliott University Center in March, 2000. At that time, the Director was the only employee, with the promise of a support staff person to be shifted from Undergraduate Admissions in Enrollment Services to this new office in Student Affairs.**

**The Vice Chancellor for Student Affairs, Dr. Carol Disque, had long-term plans to have an office to support adults (and commuters), and in the preliminary plans for the renovated EUC, a small space had been allotted for this purpose.**

**In November of 1999, a decision was made to shift the Director of ACES in Enrollment Services to become the Director of the Office for Adult Students in Student Affairs. This decision, in tandem with the Vice Chancellor's plans, coincided to create the office.**

**Temporary staff was hired to provide support until Patti Gilbert was transferred.**

**In addition, a graduate student, Melissa \_\_\_\_\_, was hired for part of the spring semester 2001, and two work/study students, Kelly Ivey and \_\_\_\_\_ were hired for 10 hours each.**

**The following academic year, Stephen Stoneburner,**