

1990

# H.E.L.P.

At Alfred University

Higher  
Education  
Learning  
Programs

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# INTRODUCTION

This booklet is designed to give the student population at Alfred University a resource for academic assistance. Programs offered vary from peer assistance to faculty/staff directed programs.

The services that are listed will assist students who have temporary difficulties in a class or are experiencing personal difficulties that are affecting their academic performance.

Academic success is each student's responsibility, and students must be aware of their college's academic standards. Questions regarding these and other issues can be answered by personnel in many of the resources listed in this booklet.

This booklet was designed and written by Cindi Milley, Student Affairs intern and graduate student in the College Student Development Program 1990.

## Peer Assistance

### The Student Learning Assistance Program

**871-2170**

(S.L.A.P.) is a peer to peer counseling program. It employs approximately ten peer counselors who are trained to provide basic study skills, tutor referral, and programs on such topics as time management and test anxiety. These counselors work with students on an individual basis through daily office hours and by providing outreach programs in the freshman residence halls.

The S.L.A.P. Office is located at 101 Cannon Hall. During your first few weeks on campus, you will also meet the peer counselor assigned to your residence hall.

### Peer Tutoring Program

**871-2133 or 2170**

The University provides free tutoring for all students requesting assistance. Tutors are upperclass students who have performed well in the classes they tutor and been recommended by faculty members. The tutors assist in specific academic course work and make referrals if they are unable to provide you with the information you need.

A list of the available tutors can be obtained through the S.L.A.P. Office, your peer counselor, your Resident Director, or at the Student Affairs Office.

## Writing Center

871-2217

The Writing Center is located in the basement of Seidlin Hall, Room 003. It provides help in planning, organizing, writing, and revising written work in all disciplines for all Alfred University students. The Writing Center is staffed by one faculty member and upperclass students who have excelled in their writing abilities.

Assistance is offered on an appointment or drop-in basis during all available hours.

Tutors provide assistance with the following writing problems:

- \* topics
- \* form
- \* structure
- \* grammar
- \* letters
- \* technical reports
- \* essays
- \* stories
- \* projects
- \* word processing

The Writing Center also provides handbooks, reference works, and handouts for writing of many kinds. In addition, there are two Macintosh computers and a vax computer for use by appointment.

## Career and Counseling Center

871-2164

The Career and Counseling Center is located on the ground floor of Bartlett Hall. It is staffed by several professionals specializing in different aspects of counseling.

If you are unsure of your future career plans or choice of an academic major, you can make an appointment to speak with a counselor. The *Discover* program is also available for your career and academic exploration, as well as handbooks and information on careers. The career counselors can also help to critique your resumes and cover letters; assist you with locating possible internships, summer jobs, and full-time positions, and help in planning your job or graduate school search.

Personal counseling is also provided at the Career and Counseling Center. If you are experiencing a personal problem you would like to discuss with a counselor, call for an appointment. There are also support groups for concerns such as Eating Disorders and Adult Children of Alcoholics. Services are confidential and given at no charge.

If you know, or suspect, that you may have a learning disability, you can consult with one of the counselors in the counseling center. They may be able to assist you by arranging testing, locating needed resources, or informing your professors of your situation at your request.

## Student Affairs Office

871-2134

The Associate Dean of Students is an excellent resource if you need help with study skills or time-management or have questions regarding academic standards. If you are having problems in any of these areas, you may want to see the Associate Dean of Students, Matt Dubai.

If you are experiencing problems at or away from campus which are distracting you from your work, you may want to meet with one of the Student Affairs staff members.

If you need to leave campus due to a death in the family, serious illness, or some other reason, make an appointment with a Student Affairs staff person to discuss your departure and return. In some cases, a note may be sent notifying professors of your departure from campus. You may also be asked to verify your absence with a note from a physician.

## Academic Advisement

Advising is a joint responsibility of faculty and students. It is not the advisor's responsibility to set goals, choose courses, or make decisions for students. Neither is it the advisor's sole responsibility to see that students fulfill all requirements and complete all necessary paperwork. The advisor's task is to guide the student toward accepting responsibility for mature academic decision making. Keeping this proviso always in mind, we can state that advisors' responsibilities include the following:

1. providing accurate information about educational options, requirements, policies, and procedures;
2. planning an educational system consistent with students' interests and abilities;
3. assisting students in continual monitoring and evaluation of their educational progress;
4. helping students to meet special educational needs through adequate referrals to other resources of the institution;
5. helping students understand the nature and purpose of higher education;
6. helping students to learn to accept responsibility for their own actions and decisions;
7. helping students to clarify their values and goals.

## Computer Consultants

**871-2222**

The computer consultants are typically upperclass students with one or more areas of expertise. Computer assistants are scheduled to work in every major computer lab on campus.

The hours of availability for computer consultants vary from day to day and lab to lab; however, help is usually readily available.

Although computer assistants may not be able to answer all questions for different computers and computer languages, they are a great resource and know who may better help solve your problems.

## Math Lab

**871-2258**

The Math Lab is designed to help students meet minimum math requirements as determined by their individual colleges. Students receive instruction primarily in algebra but are also provided with some review in basic arithmetic.

The Math Lab is a two-hour, non-credit course lasting one semester. Each week students receive one hour of lecture, a related assignment from an instructor in the Division of Mathematics, and an additional hour of supplementary guidance and instruction from peer tutors (Math Lab Assistants). Ratio of students to assistants does not exceed 6 to 1.

## Language Lab

Alfred University, together with other colleges and universities, is accepting an increasing number of students with excellent backgrounds in languages. Increasingly more educators acknowledge the importance of a language lab. In the past, the lab serviced at least two hundred foreign language students (French, Italian, Spanish and German).

Students attend the Language Lab twice a week for a period of 20 to 40 minutes to do oral exercises and listen to a variety of dialogues. The equipment in the language lab has limited functions; nonetheless, it services the basic needs of the students in a proficiency-oriented curriculum.

## Mid-semester Grade Check

At the midpoint of every semester, each undergraduate student receives a copy of his/her mid-semester grades. (These grades will also be sent to your parent or guardian unless you have indicated otherwise.)

The mid-semester grade report should be used as an indication of your academic success for the semester. It allows students to measure their progress in individual courses. It also provides an opportunity for professors to indicate how well they believe a student is progressing.

In addition, the Student Affairs Office will receive a copy of these grades. If a student's mid-semester grade average is below a C (2.0), the student is usually contacted by a member of the Student Affairs staff to explore avenues to achieve greater academic success.



## Emergency Loans

871-2134

If a student finds him/herself in short-term financial difficulty, he/she can apply for an emergency loan.

Emergency loans are granted through the Student Affairs Office. These loans are short-term (usually 30-45 days), no interest loans for no more than \$100. Students applying for loans must write a short letter to the Associate Dean for Student Affairs indicating where the funds will be spent. The reason for the loan must be school related, i.e. books, art supplies, etc. Terms of the loan will be discussed between the applicant and the issuer.

## Baldrige Reading Program

Each fall the Baldrige Reading Program is offered on campus for the purpose of helping students with reading and learning skills in academic subjects.

The class usually meets for fourteen sessions, five days a week, for nearly three weeks, at a time that accommodates individual schedules. The total fee for the sessions is \$85, but some scholarships are available.

Students bring their own textbooks to class and learn to improve reading and study techniques in their course work. With this approach, students should see results in concentration, reading speed, comprehension, and confidence as a result of skills learned in this course.

Classes begin the first week in September. If you are interested in receiving more information, contact the Student Affairs office (871-2133).