

Academic Support Center Student Guide



“All your dreams will come true if you have the courage to pursue them” ~ Walt Disney

Academic Support Center Student Guide
2010-2011

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Academic Support Center

4545 College Road
South Euclid, Ohio
44121
Phone: 216-373-5184
Fax: 216-373-5187

Dear Student:

Welcome to Notre Dame College and the Academic Support Center for Students with Learning Differences! Our mission is to provide quality educational opportunities and support services above and beyond those required by law, to individuals with learning differences who are traditionally under-served in post secondary education. On behalf of the Academic Support Center (ASC) staff, we welcome you and look forward to working with you this year!

In order to provide you with the best possible program possible, the ASC constantly updates its website at <http://www.notredamecollege.edu/resources-and-services/academic-support-center> and also provides you with a quarterly newsletter, keeping you constantly updated on the events of Notre Dame College and the Academic Support Center. Please check your email and ASC mailbox regularly for updates, news, and events!

Best wishes on a successful academic year at Notre Dame College!

Gretchen Walsh, Director
Academic Support Center

| <u>Name</u> | <u>Email</u> | <u>Phone</u> | <u>Hours</u> |
|-------------------------------------------|----------------------------------------------------------------------------|---------------------|--------------------------------------|
| Gretchen Walsh, Director | gwalsh@ndc.edu | 216-373-5185 | Monday – Friday 8:30-4:30 |
| Marcie Estepp, Services Coordinator | mestepp@ndc.edu | 216-373-5305 | Monday – Friday 8:30-4:30 |
| Karrie Chounet, Office Manager | kchounet@ndc.edu | 216-373-5184 | Monday – Friday 8:30-4:30 |
| Gina Flynn, Senior Instructional Advisor | gflynn@ndc.edu | 216-373-5184 | |
| Molly Pifer, Senior Instructional Advisor | mpifer@ndc.edu | 216-373-5184 | Monday – Thursday 8:00-4:00 |
| Shane Duncan, Graduate Assistant | Sduncan08@students.ndc.edu | 216-373-5184 | Hours Vary – Call or phone for appt. |
| Carla Raguz | craguz@ndc.edu | 216-373-5184 | Hours Vary |
| Carol Sisson | csisson@ndc.edu | 216-373-5184 | Hours Vary |
| Dorothy Power | dpower@ndc.edu | 216-373-5184 | Hours Vary |
| Ro Foley | Rfoley@ndc.edu | 216-373-5184 | Hours Vary |
| Mike Schultz | mschultz@ndc.edu | 216-373-5184 | Hours Vary |
| Marie Walsh | mwalsh@ndc.edu | 216-373-5184 | Hours Vary |
| Colleen Hanna | channa@ndc.edu | 216-373-5184 | Hours Vary |
| Ruth Blair | rblair@ndc.edu | 216-373-5184 | Hours Vary |
| Maureen Becker | mbecker@ndc.edu | 216-373-5184 | Hours Vary |
| Patty Noble | pnoble@ndc.edu | 216-373-5184 | Hours Vary |
| Julie Szwejkowski | jszwejkowski@ndc.edu | 216-373-5184 | Hours Vary |
| Shwy Szwejkowski | jcszwejkowski@ndc.edu | 216-373-5184 | Hours Vary |
| Judy Curran | jcurran@ndc.edu | 216-373-5184 | Hours Vary |
| Sr. Judith Ann | | 216-373-5184 | Hours Vary |
| Lisa Perna, Graduate Assistant | Lperna10@students.ndc.edu | 216-373-5184 | Office Hours Vary |
| Dave Curran | dcurran@ndc.edu | 216-373-5184 | Hours Vary |
| Meg Barrett | mbarrett@ndc.edu | 216-373-5184 | Hours Vary |

Campus Resources

Campus Activities

216-373-5349

Becky Barger

Director

bbarger@ndc.edu

Description:

As a branch of Student Development, the Campus Activities Office (CAO) strives to meet the various needs of the campus community. In addition to social programs, the CAO offers cultural events, holiday programs, and service projects in order to enhance the holistic development of the students.

Campus Clubs and Organizations

216-373-5349

Becky Barger

bbarger@ndc.edu

1st Floor of the Administration Building

Description:

A wide variety of clubs and groups thrive on the campus of Notre Dame. For students who enjoy journalism, the Notre Dame News is always looking for recruits. Those interested in having an impact on the decision-making process at the College are encouraged to join the Undergraduate Student Government and the Residential Association Board. For theatre lovers, there's the Masquer's Club. Numerous clubs representing a wide number of interests also have a home at Notre Dame.

Campus Ministries

216-373-5387

Anthony Camino

Director of Campus Ministries

acamino@ndc.edu

Description:

Relying on our Catholic identity and the charism of the Sisters of Notre Dame, Campus Ministry at Notre Dame College encourages and promotes the spiritual growth of all students, faculty and staff associated with the college. We accomplish this through:

- ✚ Vibrant & welcoming worship
- ✚ Faith formation & theological reflection
- ✚ Justice education & advocacy
- ✚ Service
- ✚ Leadership development
- ✚ Community building

Mass Schedule:

Weekdays:

Mon, Tues, Wed, Fri at 11:45am

Thurs at 4:30pm

Weekends:

Saturday at 4:30pm

Sunday at 8:00pm

Campus Police

216-373-5288

Chief Michael Dugan

mdugan@ndc.edu

EMERGENCY DIAL: ext 5212

(216) 373-5212

Non Emergency: ext 5288 or 5222

(216) 373-5288 or (216) 373-5222

Description:

The Notre Dame College Police/Security Department is dedicated to providing excellence in service to the College community. We strive to insure a safe, secure and pleasant atmosphere, conducive to a positive educational process, in our efforts to protect the College community.

Career Services Center

216-373-5217

Kim Lane

Director of Career Services

klane@ndc.edu

Lauren Marchaza

Internship/Co-Operative Education Coordinator

lmarchaza@ndc.edu

Description:

The Career Services Center can help you choose a career focus, research employers, put together a professional resume and cover letter, and practice for job interviews.

The Internship & Cooperative Education Program at Notre Dame College allows you to gain real world experience while earning your degree. This work experience will give you a competitive edge over other college graduates when you begin searching for your first job after college. The Co-op/internship must be in an area that relates to your academic studies in your major field.

Counseling and Health Services Center

216-373-5211

Susan Lipiec, M.Ed, Ed.S, PCC-S

Counseling Director

slipiec@ndc.edu

Common Issues For Which Students Seek Help

- ✚ Identity Issues
- ✚ Family Problems
- ✚ Overload – juggling school, sports, work, and family
- ✚ Loneliness/homesickness
- ✚ Relationships
- ✚ Anxiety/stress
- ✚ Depression/sadness
- ✚ Emotional/physical/sexual abuse
- ✚ Eating problems
- ✚ Sexuality
- ✚ Bereavement

| Counseling Office | South Hall | Providence Hall |
|-------------------|--------------------|--------------------|
| Monday | 10:00a.m.-9:00p.m. | 12:00p.m.-4:00p.m. |
| Tuesday | 10:00a.m.-6:00p.m. | 5:00p.m.-9:00p.m. |
| Wednesday | 10:00a.m.-9:00p.m. | 12:00p.m.-4:00p.m. |
| Thursday | 10:00a.m.-6:00p.m. | 5:00p.m.-9:00p.m. |
| Friday | 10:00a.m.-6:00p.m. | n/a |
| Saturday | By Appointment | By Appointment |

Dwyer Learning Center

216-373-5359

Jean Christian

Director of the Dwyer Learning Center

jchristian@ndc.edu

Description:

The Dwyer Learning Center has tutoring provided by the director, adjunct English faculty, graduate assistants and peer tutors. The director and the peer tutors are here to help students get on track and keep on track to succeed in all classes.

Hours and Location:

The Center is located on the 2nd floor of the Administration Building in Room 205. It is open each day from 8:30 a.m. to 4:30 p.m.

Falcon Corps

216-373-6375

Jenn Scott

AmericaCorp VISTA

jscott@ndc.edu

Description:

The purpose of FalconCorps is to foster participation in community service, increase awareness about service related issues, and increase understanding about social justice issues.

Vision:

- ✦ Develop federal work study community service opportunities
- ✦ Serve as a center of service for Notre Dame College
- ✦ Provide reflection opportunities for all service events
- ✦ Provide at least two service opportunities per month
- ✦ Provide opportunities for both domestic and international immersion service trips
- ✦ Support and Encourage the college community in integrating service learning into the curriculum.

Marching Band

216-373-6399

Jodi Besse

Director of the Marching Band

jbesse@ndc.edu

Residence Life

216-373-5274

Ron Wiafe

Director of Residence Life

rwiafe@ndc.edu

Tera Johnson

Assistant Director of Residence Life

tjohnson@ndc.edu

ASC Staff Position Area of Expertise – Tutoring

Adaptive Equipment:.....Marcie

Accounting:.....Dave and Colleen

Biology:.....Jen, Maureen and Shwy

Business:.....Dave, George and Shane

Career Coaching:.....Marcie and Shane

Chemistry:.....Jen, Maureen and Shwy

Communications:.....Dorothy, Jen, Judy, Shwy, and Colleen

Computers:.....George, Marcie, Maureen, Molly and Shwy

Criminal Justice:.....Carla, Gina, and Ro

Earth Science:.....Carla, Maureen and Shwy

Economics:.....Dave, Shane, and Colleen

Education:.....Bernice, Carla, Dorothy, Judy, Maureen, Ro, Ruth, Shane and Shwy

English:.....Bernice, Carla, Dave, Dorothy, Gina, Jen, Maureen, Ro, Ruth Shwy

Environmental Science:...Jen, Maureen and Shwy

Government:.....Dave, Gina, and Carla

Grammar:.....Bernice, Dorothy, and Ruth

Internship:.....Marcie and Shane

Law:.....Gina, Ro

Life Science:.....Carla, Maureen and Shwy

Management:.....Dave, Shane, and Colleen

Marketing.....Colleen

Mathematics:.....Dave, George, Judy, Maureen, Mike, Molly and Shwy

Music:.....Mike

Nursing:.....Patty and Jen

Organizational Skills:....Jen, Marcie, Maureen, Ruth, and Lisa

Philosophy:.....Dave, Gina and Ro

Physics:.....Maureen and Mike

Psychology:.....Carla, Dorothy, and Lisa

Resumes:.....Marcie and Shane

Sociology:.....Carla, Dorothy, Gina

Sports Sciences:.....Maureen

Statistics:.....Molly

Theology:.....Carla, Dave, Dorothy, Gina, Judy, Maureen and Shwy



Academic Support Center

Behavioral Expectations

Students who are members of the ASC must understand that use of the Academic Support Center is a privilege. As such, failure to comply with the rules of the Academic Support Center and the directions of the Instructional Advisors could result in the loss of certain privileges in the future.

The Academic Support Center expects all participating students to:

- ✚ Arrive for all appointments on time, with all necessary materials, and ready to work.
- ✚ Cancel appointments not needed in advance (preferably at least 2 hours prior to the appointment time).
- ✚ Be respectful of others work and personal spaces.
- ✚ Use appropriate language and volume while in the Academic Support Center: Disrespectful behavior includes yelling, vulgar language and prejudicial remarks. The ASC is a place where students receive academic advisement, which requires concentration as well as a distraction-free environment.
- ✚ Show respect to ALL Instructional Advisors, Staff, and participating students. (Remember that we do not all share the same views, so we will not always agree. It is important to the Center's success that we all practice empathy towards others' opinions and differences).
- ✚ Refrain from using personal devices (iPods, cellular phones, etc.) during meetings at the Academic Support Center.
- ✚ Complete required work in a timely fashion.

Upon behaving inappropriately or by violating any of the guidelines above, the staff will notify the Director, which could result in a verbal warning, leading to a possible change in services of the Academic Support Center. ALL members of the Academic Support Center must abide by these guidelines.

Initiating Services and Accommodations

STUDENTS MUST MAKE REQUESTS FOR PARTICULAR ACCOMODATIONS IN A TIMELY MANNER. The amount of time considered appropriate depends on the type of accommodation. Please speak to the director of the ASC, Gretchen Walsh, or services coordinator, Marcie Estep if you have any specific questions regarding your accommodations.

Steps to follow to receive classroom accommodations through the ASC:

- ✚ Meet with the Academic Support Center Director and identify yourself as a student with a disability.
- ✚ Provide disability documentation to the ASC.
- ✚ Analyze your courses:
 - Look at each course and consider your particular learning difference. Evaluate which accommodations would best serve you in each course and discuss them with the ASC.
- ✚ Make an appointment with your instructor or meet with your instructor after class:
 - Request an appointment with your instructor or meet with your instructor during posted office hours to discuss your accommodations. **It is highly important to give your professor your accommodations during the first week of classes!!**
*** For more on how to approach your instructor or how to email your instructor, examine page 16.*
- ✚ Coordinate your accommodations with the ASC:
 - Return your signed form indicating that you have give your professors your accommodations to the ASC and discuss with the ASC any special accomodation requests.
- ✚ Maintain communication!
 - With the ASC – decide how often tutoring appointments and check-up appointments are needed. Talk with a member of the ASC and plan ahead!
 - With your instructor – stay in contact with your instructor throughout the semester and provide reminders about specific accommodations if needed.
- ✚ **REPORT PROBLEMS!**
 - You should immediately alert the ASC if you are having ANY difficulties with your accommodations or your classes.

Scheduling Appointments in the ASC

When scheduling tutoring appointments in the ASC, please do the following:

✚ PLAN AHEAD!

- When possible, make your appointments at least one week in advance. This will make it much easier for you to get the day and time that you want.
- Walk-in appointments are always welcome! However, the ASC may not always be able to accommodate a walk-in appointment at that exact time. If no tutor is available, Karrie will work with you to find a tutoring time for you later that day or in the week.
- If you cannot get an appointment during a specific time, don't panic! The ASC is open all week from 8:00-8:00 and some weekends. If a specific appointment time cannot be granted, the ASC will work hard to find another suitable appointment time.

✚ ARRIVE ON TIME! Many tutors work with students back-to-back. Therefore, showing up on time for your appointment is critical in ensuring you get as much tutoring as possible.

✚ BE READY TO WORK! Make sure to remember to bring all materials that you may need for a specific tutoring session.

✚ If you have to cancel, call ahead! Please keep in mind that other students could benefit from a tutoring slot that you may not need or cannot attend. If you cannot attend tutoring, call ahead and cancel so that another student can have the tutoring appointment.

✚ Standing appointments are given to students on a need basis. Students who miss more than three standing appointments without calling to cancel will lose their standing appointment.

✚ Students who miss several tutoring appointments without cancelling them in advance will be subject to changes in the services provided!

Scheduling Exams with the Academic Support Center

PLEASE FOLLOW THE FOLLOWING STEPS WHEN SCHEDULING EXAMS:

- ✚ SCHEDULE AHEAD OF TIME! It is best to schedule your exam at least one week prior to taking it.
- ✚ INFORM US OF ACCOMODATION NEEDS. If you require a distraction free environment, scribe, reader, or other specific testing accommodations, you must inform us at least one week prior to the exam. The sooner you inform the ASC, the easier it will be to meet your accommodation needs.
- ✚ IF YOU FORGET TO SCHEDULE AN EXAM. Do not panic! The ASC will work with you as much as possible to get the accommodations that you need. Don't take the exam in the classroom simply because you forgot to schedule it in the ASC!
- ✚ INFORM YOUR PROFESSOR! It is vital that you remind your professor that you would like to take your exam in the ASC at least one week in advance to give your professor time to send the test to the ASC. (See Exam Form on Page 13)

PLEASE KEEP THE FOLLOWING POLICIES IN MIND WHEN TAKING EXAMS:

- ✚ Faculty instructions will be reviewed with you prior to the exam. You MUST follow the professor's instructions during your exam.
- ✚ The following items are not allowed in exam rooms or while testing (unless specified otherwise by your professor).
 - Notes/books/papers
 - Any communication or electronic devices (Cell Phones, Ipods, MP3 Players, Computers, FaceBook, Smart Phones, PDA's etc.)
 - Book bags/back packs/purses
 - Hats/ball caps/coats
- ✚ YOU ARE NOT PERMITTED TO CHOOSE YOUR EXAM ROOM. Meet with Karrie at the front desk to discuss your accommodation needs and she will choose a room that is best suited to meet those needs. The ASC cannot guarantee a specific testing room at any given time.
- ✚ You are not permitted to leave the ASC at any time once testing has begun. The only exception is a rest-room break which must be cleared through the ASC.

**Academic Support Center
Notre Dame College**

Faculty Authorization for Test Proctoring

Student: _____

Faculty Member: _____

Course: _____

Time Allowed: _____

Materials Allowed: _____

Deadline (date) for Testing: _____

(Last day student is allowed to complete the exam.)

Tests need to be at the ASC 24 hours prior to testing to allow for scheduling. Tests may be emailed to gwalsh@ndc.edu, mailed to Gretchen Walsh, Director Academic Support Center or delivered to The ASC- 2nd floor of the Library. Any questions, you may also call 216-373-5184, Monday- Thursday 8am- 8pm; Friday 8am-4:30pm.

Students are reminded that they have signed a Test Center Agreement Contract and will not have any personal devices or materials other than those specified by the professor with them, on them or hidden in the exam room. I also understand that violating this action will cause me to lose the privilege of using the Test Center in the future. I further understand that the staff will also notify the Director, who in turn will notify the faculty member, Dean of Student Development and/or Vice President for Academic Affairs.

ASC Student: _____

Date: _____

Proctors will not give any assistance and students should be instructed not to ask for or expect to receive any assistance.

ASC Proctor: _____

Completion Date: _____ **Length of time:** _____

Priority Course Scheduling

All students who are members of the ASC are eligible to receive priority registration – meaning that you will register before all other students at Notre Dame. This accommodation allows you the opportunity to select schedules that match your unique disability-related needs.

WHEN SCHEDULING YOUR COURSES, PLEASE DO THE FOLLOWING:

- ✚ Meet with Gretchen Walsh, Gina Flynn, Molly Pifer, or Marcie Estepp to make a “rough draft” of your course schedule. ****Note**** this is only a rough draft to then be evaluated by your faculty advisor and cannot be used to register. The ASC advisors are NOT your academic advisors, but he or she can assist you in balancing your course load to better meet your individual needs.
- ✚ Make an appointment with your Academic Advisor. If you have questions about who your academic advisor is, ask the ASC. Make an appointment with them prior to the priority registration dates (November 11th, 2010) so that you can review your schedule.
- ✚ Use your priority registration to your advantage! Consider your own personal needs and issues when scheduling. Some factors to consider may be:
 - What time of day do classes meet?
 - How often do classes meet?
 - Can you handle back to back classes without breaks?
 - Is your course work load balanced?
 - Is there type of work that is affected by your disability? (i.e. if you have an LD in reading, can you handle three classes at once that have a considerable amount of reading).

Initiating Note-Taking

Students who are authorized for note-taking assistance (meaning it is an accommodation recommended by Gretchen Walsh, director of the Academic Support Center), may utilize the procedures below for acquiring notes.

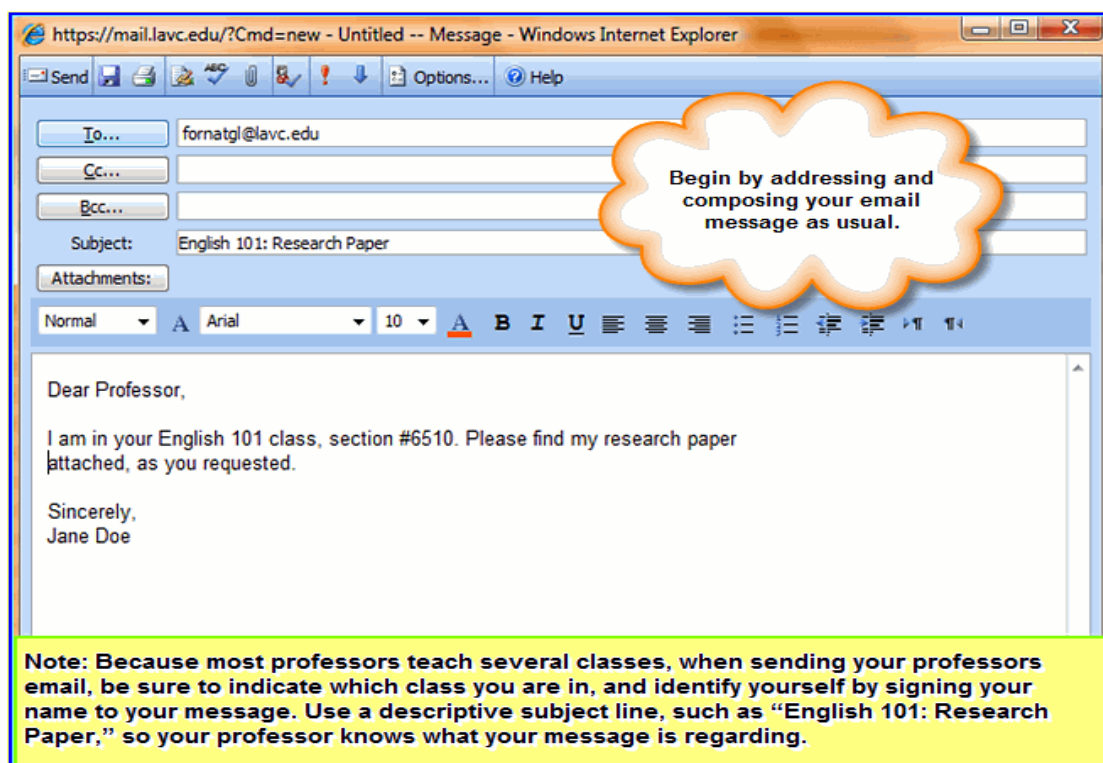
- ✚ Identify with the ASC as someone who would like notes – and inform the Services Coordinator, Marcie Estep, which courses you are requesting notes from.
- ✚ **Tape Recording Lectures** – Students can check out a digital voice recorder from the ASC and record their lectures.
 - **Always ask the instructor for permission.**
 - Place yourself at the front of the classroom, close to the instructor.
- ✚ **LiveScribe Pulse Pen** – this interactive pen will record lectures while you write with it and correspond audio lectures to your hand written notes. Can be checked out at the Academic Support Center.
- ✚ **Volunteer, in-class note-taker.** The Services Coordinator of the ASC will check with professors to attempt to identify a note-taker for a specific course. The note-taker will not know which students he or she is taking notes for, and will turn them in directly to the ASC. The notes will then be placed in your box at the ASC.
- ✚ **Paid, in-class note-taker.** The Services Coordinator of the ASC also pays students for taking notes in class (only if the student qualifies for work study through NDC). The students do not know who they are taking notes for and turn them in directly to the ASC. The notes are then placed in your box at the ASC.
- ✚ **CHECK YOUR BOX REGULARLY.** Notes are placed in your box as soon as they arrive at the ASC. Please check your box regularly for notes. If you do not feel that you are receiving notes, check your box before speaking to Marcie Estep.
- ✚ **INFORM US IF THERE IS A PROBLEM** – if you are not receiving notes but have requested notes, it is most likely for three reasons.
 - **One** – no note taker was found in that particular course
 - **Two** – a note-taker was found but it not turning in notes.
 - **Three** – the professor has informed the Services Coordinator that notes are not needed for this particular course.
 - **Please let us know if you are not receiving your notes!!!** We will do our best to secure them for you!!!!

Emailing Professors and NDC Staff

Many professors and staff members prefer an email rather than a phone call. **** Check a syllabus to see which method a professor prefers.**

When emailing anyone on Notre Dame College's Campus, keep the following in mind:

- ✚ Always put the Course Number and Section in the Tagline of the email (see picture).
- ✚ Address the professor appropriately. (if they are Dr., be sure to address them as such). If you are unsure, professor works fine!
- ✚ Use proper punctuation! – many students will tend to email the same way they text (LOL). However, when emailing a professional, be sure to spell everything out correctly and use proper punctuation and capitalization.
- ✚ Thank the person and sign the email. Be sure to put your first and last name at the bottom of the email with a number and email address where you can be reached. Don't assume they know who you are!



Adaptive Equipment List

The ASC has an array of adaptive equipment that is meant to meet your specific needs. The ASC has software installed on every computer as well as hardware that can be checked out for use at any time.

Please follow these procedures when checking out adaptive equipment:

- ✚ Meet with Marcie Estopp to go over which pieces of equipment would work best for you.
- ✚ Inform Marcie Estopp, Karrie Chounet, or Gretchen Walsh if you are checking out a piece of equipment.
- ✚ Return the equipment by the time requested of you or by the end of the semester. (See adaptive equipment policy below).

Adaptive Equipment Agreement

Upon checking out: _____ and signing this agreement, I am certifying that I am aware that I am fully responsible for the overall safety and care of this piece of equipment. If I return this equipment damaged or otherwise altered state, I know that I am responsible for replacing the equipment by either re-purchasing the exact piece of equipment or giving the ASC a compensatory monetary amount. I am also aware that failure to return the equipment in a timely manner may result in a hold being placed on my account that will prevent registration or issuing of grade reports and transcripts until the equipment is returned.

Adaptive Equipment List (In Alphabetical Order)

Calculators
Digital Voice Recorder
Dragon Dictation Headsets
Dragon Naturally Speaking
Inspiration
Kurzweil
Live Scribe Pen
Live Scribe Paper
MP3 Player
Noise Reduction Headsets
Read and Write Gold
Reading Pen
Recording for the Blind and Dyslexic

Scholar CD Player
Talking Calculator
Tutor Tape Recorder
VIBE CD player
Voice Activated Recorder
WAVE CD player

Academic Support Center Lending Library

- ✚ The ASC's lending library has collected over 400 textbooks, DVDs, and brochures that can be extremely helpful to you as you take your courses at Notre Dame.
- ✚ The lending library is always available to students and books can be viewed while in the ASC.
- ✚ If a student needs to check out a book for use outside of the ASC, the student must inform Marcie Estep or Karrie Chounet **PRIOR** to checking out the book.
- ✚ Students who check out lending library books and do not return them are subject to **finances and holds on registration.**



Important Note!

Students who are found removing books from the ASC without informing a member of the ASC will be subject to changes in services received by the ASC.

Career Component

The Academic Support Center provides students with one-on-one career counseling. The Career Coaches of the ASC (Marcie Estepp and Shane Duncan) are here to assist you with the following:

- ✚ Resume Writing
- ✚ Internships
- ✚ Job hunting
- ✚ Disclosing a Learning Difference
- ✚ Interviewing Skills
- ✚ Cover Letters
- ✚ Professional Portfolios
- ✚ Choosing a Major
- ✚ Career Exploration

Students can make an appointment with career coaches at anytime to discuss any of these topics.

The ASC also provides its juniors and seniors with the opportunity to interview with the Workforce Recruitment Program – a collaborative effort between the President’s Committee on Employment of People with Disabilities, the U.S. Department of Defense, and the Job Accommodation network. This program recruits and screens qualified college students with disabilities for summer or permanent positions. A representative visits NDC during the fall semester to interview interested juniors and seniors. Student’s information is then placed on a database that is made available to employers in the public and private sector. Interested employers can make contact with students and offer summer or permanent employment. More information about the WRP can be found at <http://www.dol.gov/odep/pubs/brochures/wrp1.html>.

Useful sites for students:

- ✚ <http://www.notredamecollege.edu/resources-and-services/career-services-center>
- ✚ www.bioohio.com/working-learning/Career-Events.aspx
- ✚ www.Careerboard.com
- ✚ www.careerbuilder.com
- ✚ www.cleveland.com
- ✚ www.collegegrad.com
- ✚ www.collegerecruiter.com
- ✚ www.hotjobs.com
- ✚ www.jobfind.com
- ✚ www.jobmagnet.org/
- ✚ www.jobpostings.net
- ✚ www.monster.com

Transfer to Action

Transfer to Action Purpose

This effort is designed to clarify purpose, give direction, provide order and empower us to perform beyond our means.

We do this by:

1. Identifying and focusing on areas of importance in your life that you have a desire to change or develop in a positive way. What matters most?
2. Helping you formulate intentions, motives, and then action steps in each of these areas.
3. Helping you to break down and prioritize the action steps that you then transfer to a weekly calendar.
4. Finally, through weekly sessions, you are held accountable for “knocking off” these action steps on at a time until the desired result is achieved

Students must do the following with regards to Transfer to Action:

- ✚ Attend all transfer to action meetings!
 - If students cannot attend, they MUST inform the ASC prior to the meeting.
- ✚ Be on time! – The meetings run back-to-back and being on time is key to having the meeting run smoothly and to get you out of the meetings on time!
- ✚ Inform the ASC if the TTA meeting time DOES NOT WORK with your schedule. We will find another time that is suitable for you.
- ✚ Failure to attend all meetings may result in changes in services rendered by the ASC.

Midterm and Final Exam Procedures

Students must adhere to the same rules, regulations, and policies when scheduling mid-terms and final exams.

However, keeping the following in mind will assist you during this stressful testing time:

- ✚ **SCHEDULE AHEAD OF TIME** – many students will be taking final exams and midterms in the ASC at the same time, therefore, it is critical that you plan ahead and schedule your exams as soon as possible.
- ✚ **HAVE A PROBLEM? LET US KNOW!** – Please inform Gina Flynn, Gretchen Walsh, or Marcie Estep if you have any scheduling conflicts or issues with your midterms and final exams.
- ✚ **REMEMBER YOUR EXTENDED TIME!** – Your final exams may run back-to-back. However, with extended testing time, it is often necessary for a student to ask for an exam time to be moved. (**Please see sample emails below for emailing professors to request a change in exam time).
- ✚ **GET YOUR TUTORING TIME IN!** – Remember, during FINAL EXAMS, there is no tutoring in the ASC, so plan accordingly.
- ✚ **YOU MUST SEE GINA!** – For scheduling of FINAL EXAMS in the ASC, students must meet with Gina Flynn, not Karrie at the front desk, to schedule these exams. FINAL EXAMS are **not** scheduled at the front desk.

Sample Exam Emails

Dear Professor _____,

I will be taking my exam for _____ Schedule on _____ at _____ in the ASC.

Please send the exam to the ASC no later than one day prior to the exam.

Thanks for your cooperation,

(Student Name)

If change in time

Dear Professor _____,

Your exam for _____ (CA100B) is schedule on _____ (Monday, Dec. 7) at _____. As you know I am a member of the ASC and unfortunately I have back to back finals. This means because of accommodation time, I will be unable to start my exam at the scheduled time. I would like to begin my exam at _____ at the ASC. Please let me know if this is okay with you and if not at what other time could I take your exam.

Thanks for your cooperation,

(Student Name)

If Change of Date

Dear Professor _____,

Your exam for _____ is schedule on _____. I am a member of the ASC and have three exams in one day. As a member of the ASC, I have the resources to have the exam proctored at another time. Therefore, I was hoping that you would allow me to move my exam to _____ at _____. If this is okay with you please let me know, if not is there another day and time I could take the exam?

I will wait to hear from you.
Thanks for your cooperation,

(Student Name)

If Change in Time

Dear Professor _____,

Your exam for _____ is schedule on _____. Unfortunately, I have another exam scheduled at the same time. As a member of the ASC, I have the resources to have the exam proctored at another time. Therefore, I was hoping that you would allow me to move my exam to _____ at _____. If this is okay with you please let me know, if not is there another day and time I could take the exam?

I will wait to hear from you.

Thanks for your cooperation,

(Student Name)