

Notes from the Center for Academic Excellence

December 2012

Spring Semester Transfer Advisors Needed

We are looking for one or two faculty members to serve as Transfer Advisors during the Spring Semester for incoming Transfer Students (about 12-15 students). The Transfer Advisors will need to be available on Tuesday January 22nd to meet with students to go over spring schedules. Please contact Terri at X4105 or downingt@franklinpierce.edu if you are interested, and she will send more information.

Student Support Update

PEER TUTORING: Students who are struggling with course content and/or organization issues should be encouraged to attend tutoring sessions. Students & advisors can access the tutoring schedule as well as other information about academic support on the [Center for Academic Excellence eRaven page](#).

SCIENCE SUPPORT CENTER: Students who are struggling in biology or chemistry should be encouraged to drop by Marcucella Hall, Room 219, between 5 -9 p.m. on Monday – Thursday evenings. Successful upper class students are staffing this space to answer questions on lecture material, help students review for tests & quizzes, and provide guidance in writing laboratory reports. This comfortable room provides a quiet place to study and the opportunity for students to make new friends that are motivated to work & learn in the sciences. Feel free to contact [Tom Bennett](#) or [Patti Vorfeld](#) if you have any questions.

ONLINE APPOINTMENTS: Students who wish to make an appointment at the Wensberg Writing Center and those students unable to make the scheduled drop-in group Peer Tutoring or who are in need of additional tutoring sessions may access the on-line scheduling tool at <http://fp.mywconline.com/>. Students should choose **Wensberg Writing Center** in the drop down menu to schedule Writing Center appointments or **Center for Academic Excellence** in the drop down menu to make Subject-Specific Peer Tutoring appointments.

Peer Tutoring and the Science Support Center will be available through Friday, December 14th.

FINAL EXAM ACCOMMODATIONS: Students who qualify for accommodations who would like to take their finals at the Center for Academic Excellence have been notified that they need to sign up by **December 5th at 4pm**. After that date, Jeff will send out a class listing of the students requesting to take their exams at the Center. If you do not hear from him, you can assume that no students have requested an alternate location for your exam. Many of our students qualify for 1.5x extended time on exams which may mean we will have to move the start time around a bit. We will contact you if there is a significant issue with start times due to accommodations.

Should a student ask you how to take their finals at CAE please remind them that they have all been emailed a Final Exam Request Form that they can print out and drop off at the Center of Academic Excellence. We also have copies of the Final Exam Request Form at the Center for Academic Excellence; students can simply stop by and fill one out. Please don't hesitate to let us know if you have any questions – contact ogdenj@franklinpierce.edu.

The Center for Academic Excellence will remain open for general assistance throughout the final exam period during our regular hours – Monday-Friday 8am-4:30pm. Students can continue to get assistance with organization, time management, writing, and other general areas of support during this time.

Peer Leaders

Nominations are now being solicited for 2013 Peer Leaders. Faculty who are interested in nominating an outstanding student for a Peer Leader position should contact Patti Vorfeld (vorfeldp@franklinpierce.edu). The application process for Fall 2013 Peer Leaders will begin in February and students who are nominated by faculty will be strongly encouraged to apply.

Spring Schedule Add/Drop & Registration Information

The Registrar's Office will begin accepting Spring 2013 add/drop forms (and new registrations if students did not complete online registration) beginning Tuesday December 4, 2012, 8am. Students can continue to add/drop for the Spring semester through the end of the first week of Spring classes. Students who have not yet registered can continue to register (in-person, not online) for Spring classes through the end of this semester.

Students can check up-to-the-minute open courses and sections through Campus Web. Registration and add/drop must be done on paper at this point.

Encourage students who were waitlisted to check their schedules periodically for updates.

Coordinator of Advising Terri Downing is available to meet with undeclared students who are still struggling with their spring schedule. Please encourage those students to contact her if they still have questions or concerns about classes – downingt@franklinpierce.edu.

If you have information that you would like to see included in future issues of this newsletter, contact us at academicexcellence@franklinpierce.edu

Have a GREAT winter break!

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