

Notes from the Center for Academic Excellence

November 2012

STUDENT SUPPORT

Advisors should strongly encourage students to meet with their Professors to discuss any U's received at midterm. Often students will say that they "know" why they received the alert, but later find that they did not in fact have all of the information they needed to be successful. Encourage your advisees to meet with (or contact) their professors, even if they think they "know" the problem. Students who received 3 or more U's at Midterm were contacted by a University staff member to discuss academic progress; continued conversations with academic advisors can help students respond to this outreach.

PEER TUTORING: Students who are struggling with course content and/or organization issues should also be encouraged to attend tutoring sessions. *The Center for Academic Excellence has sent specific tutoring information to **all** students who received a midterm grade of U in any class for which we provide peer tutoring.* Please encourage your students to use this resource.

Our current tutoring schedule is posted at <http://eraven.franklinpierce.edu/s/asc/tutor/site.htm>. Due to the increased response to our regular drop-in Peer Tutoring, the Center for Academic Excellence is also offering individual one-on-one tutoring sessions in addition to the group tutoring sessions. These individual appointments can be made online.

NEW! Scheduling Appointments Online: 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.

SCIENCE SUPPORT CENTER: Please encourage your advisees that are struggling in biology or chemistry 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.

CONTINUED NOTIFICATION OF SUPPORT/CONCERNS: The Student Support Team (Jules Tetreault from Student Affairs, Ken Ervin from Residential Life, Rob Koch from Outreach Education and Patti Vorfeld from the Center for Academic Excellence) will continue to serve as a mechanism for faculty and staff to express concerns about students having difficulty so that together we can provide appropriate intervention to help students succeed.

- To submit a concern about a student please e-mail the Student Support Team at student_support@franklinpierce.edu (in the Global Address List as Student_support).
- Provide the student's name, along with enough detailed information relevant to the concern so that the team can respond appropriately.
- Members of the team will monitor the email account and you will receive a response to your initial message.

- The team will then contact others (faculty, advisors, coaches, experience directors, etc.) for additional information, if necessary and will confirm to the original inquirer that action has been taken.

NOVEMBER DEADLINES

The last day to submit a faculty-initiated withdrawal is Sunday 11/18

All faculty withdrawals along with grades of WP/WF must be submitted to the Office of the Registrar by this date. Please check your class rosters on November 19th to be sure you know exactly who is still enrolled in your course. Any student still on your roster after the 18th MUST be assigned a LETTER GRADE for the course and can NOT be Withdrawn or assigned a grade of WP or WF without extenuating circumstances and approval from the Dean of the College. PLEASE don't assume that students have completed a Withdrawal just because they have stopped showing up to class.

More information about faculty-initiated withdrawals is available online [here](#)

Online registration for Spring 2013

Online registration for Spring classes is happening now: **Oct 29 – Nov 2 (Juniors), Nov 5 – 9 (Sophomores) and Nov 12 – 16 (Freshmen)**. Students should meet with their advisors PRIOR to their week of Registration. Students have the opportunity to select classes online at this time but must still submit a registration form signed by their advisor in order to save those selections. Details, instructions and deadlines for students are posted on eRaven -

http://eraven.franklinpierce.edu/s/dept/registrar/docs/How_to_register_for_Spring_2013_classes.pdf

Online registration is encouraged but not required. Registration and add/drop for Spring 2013 will continue via paper form after online registration is closed. Students may continue to register for Spring 2013 classes without penalty through January 22, 2013. Students may continue to add/drop Spring 2013 classes until the spring add/drop deadline of January 29, 2013.

GLE Planning Worksheet

The GLE Planning Worksheet that was presented at the Fall Faculty Workshop has been modified based on feedback from that workshop and is available on Campus Web for advisors and students. The worksheet can be accessed from the Advising link on the Faculty tab or the Advising/Registration link on the Student tab. Depending on the version of MS Excel you are using you can either "Open" the worksheet and then "Enable content" or you will need to "Save" the worksheet, then "Open" it and "Enable content." Contact Terri Downing (downingt@franklinpierce.edu) for assistance.

BLUE SHEETS – ACADEMIC ACCOMMODATIONS

Students who anticipate utilizing test-taking accommodations (such as extended time) during final exams must provide each instructor with a "blue sheet" and initiate an exam administration request through the Center for Academic Excellence. In the event that an instructor receives a direct request from a student for test-taking accommodations, the instructor should advise the student to initiate the exam request process through the Center for Academic Excellence. This enables the Coordinator of Student Accessibility Services to verify that the student has indeed been approved for test-taking accommodations, and to schedule student exams efficiently. Please contact Jeff Ogden (ogdenj@franklinpierce.edu) with any questions regarding academic accommodations.

PROFESSIONAL DEVELOPMENT IN ACADEMIC ADVISING

NACADA: THE GLOBAL COMMUNITY FOR ACADEMIC ADVISING - REGION 1 CONFERENCE

March 20-22, 2013 ~ Fairmont Le Reine Elizabeth, Montreal, Quebec ~ *Advisors without Borders/Conseillers sans Frontières*

Call for Proposals: Advisors have long been guides, liaisons, and diplomats for students, faculty, and staff. As 21st century educators we face the promise and challenges of an increasingly connected world—geographic and demographic diversity in our students; distance, blended, and on-campus courses. We invite both new and experienced presenters to share their vision and experience with advising colleagues through one of several conference presentation formats—roundtable, single-presenter, pre-conference workshop, or poster session. **Proposals from faculty advisors & from graduate & professional studies advisors are encouraged.** You can submit proposals online - http://www.nacada.ksu.edu/Regional_Divisions/region1/proposals.htm Specific instructions and proposal details are provided. **Submission deadline is November 16, 2012.** [Presenter and New Advisor Scholarships](#) are available to cover some conference costs.

SPRING 2013 ADVISING WEBINARS – NACADA: THE GLOBAL COMMUNITY FOR ACADEMIC ADVISING

Please mark your calendar now and plan to join Center for Academic Excellence staff and others to participate in these webinars and explore how we can best advise these special populations:

Wednesday, February 27, 2013 - *Advising ESL and International Students*

Thursday, March 28, 2013 - *Advising Transfer Students: Strategies for Today's Realities and Tomorrow's Challenges*

Wednesday, April 24, 2013 - *Advising Strategies for Students who are on Academic Probation, Facing Dismissal, or Seeking Reinstatement*

Times for each webinar are still to be determined by NACADA but past webinars typically began at 2pm EST and lasted for one hour.

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 semester!

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