

# Notes from the Center for Academic Excellence

October 2012

## PEER TUTORING

**OCT. 1-OCT. 5<sup>TH</sup> IS NATIONAL PEER TUTORING WEEK.** We are so grateful for the service our Peer Tutors offer to their fellow students and to the community. So, if you happened to “bump” into one of them, make a concerted effort to congratulate them on their most important work study jobs on campus. Our current tutoring schedule is posted at <http://eraven.franklinpierce.edu/s/asc/tutor/site.htm>. The Wensberg Writing Center schedule is posted at [http://eraven.franklinpierce.edu/s/dept/WWC/Writing\\_Center.pdf](http://eraven.franklinpierce.edu/s/dept/WWC/Writing_Center.pdf)

## SCIENCE SUPPORT CENTER

The Division of Natural Sciences & the Center for Academic Excellence are creating a Science Support Center. Please encourage your students &/or advisees studying biology & chemistry to join us in Marcucella Hall, Room 219, anytime between 5 -9 p.m. They'll meet successful upper class students & 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.

## OCTOBER DEADLINES

### **STUDENT-INITIATED Withdrawals end Monday, October 1<sup>st</sup>**

- Signatures of all instructors are required for Withdrawals (notification)
- Advisor signature is required
- Withdrawal from a course results in a grade of W on the transcript for that class. There is no fee to withdraw from a course.
- **Tuition charges for withdrawn course still apply.**
- [Forms](#) are available on the Registrar's page on eRaven and on Campus Web

### **The period for FACULTY-INITIATED Withdrawals begins Tuesday, October 2nd**

- Students may not, on their own initiative, withdraw from courses during this time.
- Faculty may withdraw students from courses during this time, will assign a grade of WP or WF and will submit that to the Office of the Registrar.
- It is not required for students or advisors to sign off on faculty-initiated withdrawals
- Students should be advised to contact Student Financial Services about the impact of course withdrawals on eligibility for continued financial aid.

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

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 18<sup>th</sup> MUST be assigned a LETTER GRADE for the course and can NOT be Withdrawn or assigned a grade of WP or WF without extenuating circumstances and approval from the Dean of the College.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.

## **Registration for Spring 2013**

Registration for Spring classes will happen the weeks of **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. The detailed registration schedule will be up on eRaven soon.

GLE101 Instructors who wish to have the Center for Academic Excellence present a session on Campus Web, Advising & Registration should be in touch to set up a day and time and should also look into reserving a room with computer access for students to use Campus Web during the session. A description of this and other Center sessions is available on our website – [www.franklinpiercedu.edu/academics/cae](http://www.franklinpiercedu.edu/academics/cae)

### **EARLY SUPPORT INITIATIVE**

Thank you for your participation in the ESI process this semester. This feedback allows us to target support outreach to students early and to make the outreach specific to their needs which makes it more likely that they will use it. Advisors and others on campus will continue to follow up with students who received an ESI notice this semester.

Suggestions for faculty advisors:

- **Speak to advisees in person if possible about their Early Support notification.** This serves two purposes: it lets students know that you are aware of their need to address issues of support, and it also allows you to find out more about struggles your advisee is having with academics.
- **Make referrals and follow up.** Advisors are not expected to be able to address all of the academic needs that students have. However, they can help students connect with various campus resources. Often, the initial referral is not enough to spur action, so a friendly follow up can help students connect with support services. A Guide to Referrals is on the eRaven site and includes specific follow-up suggestions - <http://eraven.franklinpiercedu.edu/s/asc/Faculty/faculty.htm>
- **Remind students, especially freshmen, that the fall semester is already one third over.** Often students feel that it is OK to be behind this early because they have plenty of time to “catch up” later. Remember that some freshmen are coming from high schools where each class meets for the whole year. They may be used to using “Winter Break” to get caught up.

### **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@franklinpiercedu.edu](mailto:student_support@franklinpiercedu.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.

**MID-SEMESTER ALERTS** will be the next official concern notification that will go out to students. More information will follow from the Office of the Registrar on how to submit Midterm Alerts through Campus Web.

### **BLUE SHEETS – ACADEMIC ACCOMMODATIONS**

It's not too late for students to request Blue Sheets. If you feel as though a student is struggling and accommodations may help, please encourage them to see [Jeff Ogden](#), Coordinator of Student Accessibility Services.

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

**Have a GREAT semester!**

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