Achievement Center
The Center provides centralized services to help students improve individual academic performance through, tutoring, career services, ADA accommodations, writing assistance, innovative academic workshops, resources for single parents and mentoring support programs. The Center provides a "one-stop shop" within an environment that encourages students to attain their full academic potential. In addition, group and individual study areas are available.

Services Include:

Accommodations for Students with Disabilities
College of Saint Mary is fully compliant with the Americans with Disabilities Act (ADA) and is committed to providing reasonable accommodations for students with disabilities. These services are designed to facilitate their pursuit of academic and career goals. It is the student’s responsibility to self-identify to the Accommodations Coordinator who serves as the contact person for students wishing to discuss eligibility policies, procedures, and concerns. Students must provide appropriate, recent documentation of the disability in advance of requesting specific accommodations (unless currently undergoing disability testing), and the Coordinator must have the opportunity to evaluate the documentation to ensure proper service. The confidentiality of each student requesting accommodations will be honored; disclosure is at the discretion of the student and may change from semester to semester or class to class, dependent upon need.

Career Services
CSM’s Career Advising area offers students resources designed for career exploration, development of life-long career skills and to assist in obtaining employment through individual counseling, career development workshops, career fairs and collaborative programs with faculty and employers. Students gain the tools necessary to make career decisions, connect with employment opportunities and plan for their future which may include graduate or professional study.

CSMAdvantage Program
CSMAdvantage provides academic and personal support to first-year students who may be under prepared for college-level courses. The kick-off for CSMAdvantage is an immersion experience involving student planning and skill assessment called CSMAdvantage Days. During CSMAdvantage Days, students meet other new students in small-group settings and get to know faculty members, staff, and student leaders on a personal level. CSMAdvantage activities include academic preparation in critical thinking, study skills, note taking, test taking, time management and career counseling. The students also learn leadership through team-building activities and goal setting. During the year, students meet individually with the program’s director for on-going assessment, mentoring and goal planning. CSMAdvantage is a valuable educational opportunity, as well as a fun-packed time at CSM.

Testing and Tutoring Services
Academic Support Materials: Many of these are in electronic form on websites whose links may be found on MyCSM/Campus Services/Achievement Center. There are resource books, texts, writing, and grammar aids housed in the Achievement Center as well.

Content Study Groups: Content study groups link course content, cognitive skill development, and learning strategies in a series of out-of-classroom sessions. These voluntary sessions,
organized by AC staff or students, allow students to work together to master course content.  

*Personal Learning Program*: Students who seek study skills or other learning assistance can meet with program staff to develop a plan of action.

*Skill Building Workshops*: Workshops are available each semester on topics such as time management, reading and study strategies, listening and note taking, exam preparation, test taking, and test anxiety. Workshops on other learning skills topics can be designed and presented on request.

*Testing Services*: The following test services are available through the Achievement Center: Placement tests for mathematics and English; LSAT and PPST practice materials; ADA testing accommodations, and limited administration of make-up exams.

*Please note*: A student should speak with her instructor before missing a regularly scheduled exam. The instructor will arrange for the make-up of that exam, following CSM’s testing policy, which is available in the “Shared Documents” section on the MyCSM AC website.

*Tutorial Assistance*: Academic tutoring is available on a drop-in basis; students may check the AC website to learn the hours of specific tutors. Tutors are specially trained CSM students who have already successfully completed the course for which they are tutoring. Tutoring is available in many subjects including remedial math and English, social sciences, algebra, computers, and science.  

*Professional tutors* – The Achievement Center employs professional tutors in math and writing. These professional tutors have Master’s degrees in their areas and can provide nuanced feedback.

*Smarthinking* – Students can also submit papers to Smarthinking for feedback. Students have access to this service through their Angel homepage. Once a paper is submitted, students only have to wait about 24 hours for feedback unless it is a holiday.

**Resources for Single Parents**

The Director of Single Parent Success provides resources for students who are parents and trying to balance their educational responsibilities with their role as a parent. This position provides students with encouragement, support and connections to resources in the community. Life skills workshops and one-on-one support are available, as well as a one credit class meant to provide students with resources and connections to a community of students who have similar challenges.