

ACHIEVEMENT CENTER

The Center provides centralized services to help students improve individual academic performance through advising, tutoring, career services, ADA accommodations, and innovative academic 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.

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. *Click here for documentation guidelines.* 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 provides career assessment, counseling and guidance, occupational & degree or major information, job postings, professional job search preparation, resume and cover letter review, and graduate school entrance exam information, and produces an annual report describing the employment successes of graduates.

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 their faculty advisors, 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: A collection of resource books, texts, and writing and grammar aids are housed in the Achievement Center. Limited software for content review and practice is available, and links to academic web sites may be accessed from the Help and Support page on myCSM.

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 in first or second level courses 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 upon request 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.

Supervised Material for Courses: Learning materials for specific courses are placed in the Achievement Center for monitored usage.

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

***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 Vice President for Academic Affairs Office.

Tutorial Assistance: Academic tutoring is available on a drop-in basis; however, students may wish to call ahead 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 most subjects including remedial math and English, social sciences, algebra, computers, and science. Writing assistance is also available. Students may want to call ahead to check on availability.