

Academic Support Center Student Guide



“All your dreams will come true if you have the courage to pursue them” ~ Walt Disney

Academic Support Center Student Guide
2015-2016

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Academic Support Center

4545 College Road
South Euclid, Ohio 44121

Phone: 216-373-5184
Fax: 216-373-9745

Dear Student:

Welcome to Notre Dame College and the Academic Support Center for Students with Learning Differences! Our mission is to provide quality educational opportunities and support services above and beyond those required by law, to individuals with learning differences who are traditionally under-served in post-secondary education. On behalf of the Academic Support Center (ASC) staff, we welcome you and look forward to working with you this year!

In order to provide you with the best possible program, the ASC constantly updates its website at <http://www.notredamecollege.edu/resources-and-services/academic-support-center> and also provides you with a quarterly newsletter, keeping you updated on the events of Notre Dame College and the Academic Support Center. Please check your email and ASC mailbox regularly for updates, news, and events!

Best wishes on a successful academic year at Notre Dame College!

Gretchen Walsh, Director
Academic Support Center

<u>Name</u>	<u>Email</u>	<u>Phone</u>	<u>Hours</u>
Gretchen Walsh, Director	gwalsh@ndc.edu	216-373-5185	Monday - Friday 8:30-4:30
Gina Flynn, Assistant Director	gflynn@ndc.edu	216-373-5184	Monday - Thursday 8:00-4:00
Jessica Kaluga, Assistant Director	jkaluga@ndc.edu	216-373-5305	Monday - Friday 8:30-4:30
Barb Kooser, Assistant Director	bkooser@ndc.edu	216-373-7155	Monday - Friday 8:30-4:30
Molly Pifer, Assistant Director	mpifer@ndc.edu	216-373-5184	Monday - Thursday 8:00-4:00
Lisa Kelly, Office Manager	lkelly@ndc.edu	216-373-5358	Monday - Friday 8:00-4:00
Aaron Kinney Administrative Assistant	akinney@ndc.edu	216-373-5184	Monday-Thursday 11:30-8:00 Friday 10:30-4:30
Lisa Amantea	lamantea@ndc.edu	216-373-5184	Hours Vary
Carolyn Apperson	capperson@ndc.edu	216-373-5184	Hours Vary
Judy Becker	jbecker@ndc.edu	216-373-5184	Hours Vary
Katie Brinkman	kbrinkman@ndc.edu	216-373-5184	Hours Vary
Renee Boyd	rboyd@ndc.edu	216-373-5184	Hours Vary
Susan Bradley	sbradley@ndc.edu	216-373-5184	Hours Vary
Sandy Cappotto	scappotto@ndc.edu	216-373-5184	Hours Vary
Tracy Celestina	tcelestina@ndc.edu	216-373-5184	Hours Vary
Dave Curran	dcurran@ndc.edu	216-373-5184	Hours Vary
Judy Curran	jcurran@ndc.edu	216-373-5184	Hours Vary
Wendy Czenszak	wczeszak@ndc.edu	216-373-5184	Hours Vary
Shane Duncan	sduncan@ndc.edu	216-373-5184	Hours Vary
Mark Evangelista	mevangelista@ndc.edu	216-373-5184	Hours Vary
Nick Filippo	nfilippo@ndc.edu	216-373-5184	Hours Vary
Ro Foley	rfoley@ndc.edu	216-373-5184	Hours Vary
Colleen Hanna	channa@ndc.edu	216-373-5184	Hours Vary
Theresa Harlacz	Tharlacz14@students.ndc.edu	216-373-5184	Hours Vary
Sr. Joela Leinberger	jleinberger@ndc.edu	216-373-5184	Hours Vary
Mary Jo Levand	mlevand@ndc.edu	216-373-5184	Hours Vary
Sr. Frances Murray	fmurray@ndc.edu	216-373-5184	Hours Vary
Eileen Pryatel	epryatel@ndc.edu	216-373-5184	Hours Vary

Carla Raguz	craguz@ndc.edu	216-373-5184	Hours Vary
Laura Robertson	lrobertson@ndc.edu	216-373-5184	Hours Vary
Sr. Judith Ann Sabau	jsabau@ndc.edu	216-373-5184	Hours Vary
Mike Schultz	mschultz@ndc.edu	216-373-5184	Hours Vary
Carol Sisson	csisson@ndc.edu	216-373-5184	Hours Vary
Julie Szwejkowski	jszwejkowski@ndc.edu	216-373-5184	Hours Vary
Claudia VanTyne	bvantlyne@ndc.edu	216-373-5184	Hours Vary
Tina Wecksler	twecksler@ndc.edu	216-373-5184	Hours Vary
Katie Wetherbee	kwetherbee@ndc.edu	216-373-5184	Hours Vary

CampusResources

Coordinator of Student Engagement

216-373-5349

Elizabeth Manning
emanning@ndc.edu

Description:

As a branch of Student Development, Student Engagement strives to meet the various needs of the campus community. In addition to social programs, Student Engagement offers cultural events, holiday programs, and service projects in order to enhance the holistic development of the students.

A wide variety of student clubs and groups thrive on the campus of Notre Dame. For students who enjoy journalism, the Notre Dame news is always looking for recruits. Those interested in having an impact on the decision-making process at the college are encouraged to join the Undergraduate Student Government and the Residential Association Board. For theater lovers, there's the Masquers Club. Numerous clubs representing a wide number of interests also have a home at Notre Dame.

Campus Ministries

216-373-5387

Ted Steiner

Director of Campus Ministries

tsteiner@ndc.edu

Description:

Relying on our Catholic identity and the charism of the Sisters of Notre Dame, Campus Ministry at Notre Dame College encourages and promotes the spiritual growth of all students, faculty and staff associated with the college. We accomplish this through:

- ✚ Vibrant & welcoming worship
- ✚ Faith formation & theological reflection
- ✚ Justice education & advocacy
- ✚ Service
- ✚ Leadership development
- ✚ Community building
- ✚ Retreats – Freshmen and Upperclassmen

Mass Schedule:

Weekdays:

Mon, Tues, Wed, Fri at 11:45am

Thurs at 4:30pm

Weekends:

Saturday at 4:30pm

Sunday at 8:00pm

Campus Police

216-373-5288

Jeffrey Scott

Police Chief

jscott@ndc.edu

EMERGENCY DIAL: ext. 5212

(216) 373-5212

Non-Emergency: ext. 5288 or 5222

(216) 373-5288 or (216) 373-5222

Description:

The Notre Dame College Police/Security Department is dedicated to providing excellence in service to the College community. We strive to insure a safe, secure and pleasant atmosphere, conducive to a positive educational process, in our efforts to protect the College community.

Career Services Center

216-373-5217

Kim Lane

Director of Career Services

klane@ndc.edu

Jennifer Lowery
Internship/Co-Operative Education Coordinator
jlowery@ndc.edu

Description:

The Career Services Center can help you choose a career focus, research employers, put together a professional resume and cover letter, and practice for job interviews.

The Internship & Cooperative Education Program at Notre Dame College allows you to gain real world experience while earning your degree. This work experience will give you a competitive edge over other college graduates when you begin searching for your first job after college. The Co-op/internship must be in an area that relates to your academic studies in your major field.

Counseling and Health Services Center

216-373-5211

Jerry Hayes
Director, Counseling Center
jhayes@ndc.edu

Kerri Carmichael
Assistant Director for Counseling Services
kcarmichael@ndc.edu

Common Issues For Which Students Seek Help

- ✚ Identity Issues
- ✚ Family Problems
- ✚ Overload – juggling school, sports, work, and family
- ✚ Loneliness/homesickness
- ✚ Relationships
- ✚ Anxiety/stress
- ✚ Depression/sadness
- ✚ Emotional/physical/sexual abuse
- ✚ Eating problems
- ✚ Sexuality
- ✚ Bereavement
- ✚ 24/7 Crisis Services
- ✚ Confidential
- ✚ Services are free

Counseling Office	Connelly
Monday	9:00a.m.-9:00p.m.
Tuesday	9:00a.m.-4:30p.m.
Wednesday	9:00a.m.-4:30p.m.
Thursday	9:00a.m.-9:00p.m.
Friday	9:00a.m.-4:30p.m.

Dwyer Learning Center

216-373-5359

Jean Christian
Director of the Dwyer Learning Center
jchristian@ndc.edu

Description:

The Dwyer Learning Center has tutoring provided by the director, adjunct English faculty, graduate assistants and peer tutors. The director and the peer tutors are here to help students get on track and keep on track to succeed in all classes. The Dwyer Learning Center is free to all Notre Dame College students.

Hours and Location:

The Center is located on the 2nd floor of the Administration Building in Room 205. It is open each day from 8:30 a.m. to 4:30 p.m.

Falcon Corps**216-373-6375****Description:**

The purpose of FalconCorps is to foster participation in community service, increase awareness about service-related issues, and increase understanding about social justice issues.

Vision:

- ✦ Develop federal work study community service opportunities
- ✦ Serve as a center of service for Notre Dame College
- ✦ Provide reflection opportunities for all service events
- ✦ Provide at least two service opportunities per month
- ✦ Provide opportunities for both domestic and international immersion service trips
- ✦ Support and encourage the college community by integrating service learning into the curriculum.
- ✦ Students volunteer at local nonprofit organizations such as the Heights Emergency Food Center and the Cleveland Food Bank.
- ✦ Students in Service Scholarship Program

Marching Band**216-373-6399**

David Roth

Director of the Marching Band

droth@ndc.edu

Residence Life**216-373-5274**

Nick Aylward

Director of Residence Life

naylward@ndc.edu

Joseph DuBose

Residence Education Coordinator

jdubose@ndc.edu

Allyson George

Residence Education Coordinator

ageorge@ndc.edu

Timothy Little

Executive Director of Performing Arts, Director of Choral Studies

tlittle@ndc.edu*ASC Staff Position Area of Expertise – Tutoring*

Adaptive Equipment:	Jessica and Shane
Accounting:	Dave, Shane, Lisa, Mary Jo, and Nick
Biology:	Barb, Tracy, Judy, Eileen and Carla
Business:	Dave, Julie, Mary Jo, Colleen, Shane, Nick, Wendy and Sr. Judith Ann
Career Coaching:	Jessica and Shane
Chemistry:	Barb and Mike
Communications:	Carol, Katie, and Colleen
Computers:	Molly, Shane, Renee, Carolyn and Wendy
Criminal Justice:	Carla, Mark, Gina, Ro and Tina
Earth Science:	Barb, Carla, and Eileen
Economics:	Dave, Julie, Shane, Nick and Colleen
Education:	Ro, Jessica, Eileen, Katie, Theresa, Katie B., Sr. Frances, Sr. Joela, Renee and Shane
English:	Claudia, Carla, Gina, Julie, Ro, Sr. Joela, Katie, Theresa, Sr. Frances, Nick, Dave, Colleen, and Theresa
Environmental Science:	Barb and Eileen
Government:	Carla, Dave, Ro, Gina, Mark and Tina
Grammar:	Claudia, Sr. Frances and Sr. Joela
History:	Mark, Tina, Katie, Theresa and Sr. Frances
Internship:	Jessica, Colleen and Shane
Law:	Gina, Ro and Tina

Life Science:	Carla, Tracy, Barb, Eileen and Judith
Management:	Dave, Carol, Shane, Brianne, Nick and Colleen
Marketing:	Carol, Sr. Judith Ann, Nick and Colleen
Mathematics:	Dave, Judy, Susan, Mike, Molly, Barb, Jessica, Brianne, Wendy and Carolyn
Music:	Mike, Katie, Carolyn and Barb
Nursing:	Judith and Tracy
Organizational Skills:	Carol, Sr. Joela, Theresa, Katie, Eileen and Sr. Frances
Philosophy:	Dave, Gina, Ro, Theresa, and Tina
Physics:	Barb, Mike and Carolyn
Political Science:	Mark, Gina, Colleen, Sr. Judith Ann and Katie
Psychology:	Carla, Dorothy, Tracy, Katie B., Judith, Katie, Theresa and Sr. Frances
Resumes:	Jessica, Shane, Colleen and Theresa
Sociology:	Carla, Claudia, Sr. Frances, Katie and Gina
Statistics:	Jessica, Barb, Carolyn, Wendy, Nick, and Dave
Theology:	Barb, Sr. Joela, Sr. Judith Ann, Eileen, Carolyn and Sr. Frances



Academic Support Center

Behavioral Expectations

Students who are members of the ASC must understand that use of the Academic Support Center is a privilege. As such, failure to comply with the rules of the Academic Support Center and the directions of the Instructional Advisors could result in the loss of certain privileges in the future.

The Academic Support Center expects all participating students to:

- ✚ Arrive for all appointments on time, with all necessary materials, and ready to work.
- ✚ Cancel appointments not needed in advance (preferably at least two hours prior to the appointment time).
- ✚ Be respectful of others work and personal spaces.
- ✚ Use appropriate language and volume while in the Academic Support Center: Disrespectful behavior includes yelling, vulgar language and prejudicial remarks. The ASC is a place where students receive academic tutoring, which requires concentration as well as a distraction-free environment.
- ✚ Show respect to ALL Instructional Advisors, Staff, and participating students. (Remember that we do not all share the same views, so we will not always agree. It is important to the Center's success that we all practice empathy towards others' opinions and differences).
- ✚ Refrain from using personal devices (iPods, cellular phones, etc.) during meetings at the Academic Support Center.
- ✚ Complete required work in a timely fashion.

Upon behaving inappropriately or by violating any of the guidelines above, the staff will notify the Director, which could result in a verbal warning, leading to a possible change in services of the Academic Support Center. ALL members of the Academic Support Center must abide by these guidelines.

Initiating Services and Accommodations

STUDENTS MUST MAKE REQUESTS FOR PARTICULAR ACCOMODATIONS IN A TIMELY MANNER. The amount of time considered appropriate depends on the type of accommodation. Please speak to Gretchen Walsh or Gina Flynn if you have any specific questions regarding your accommodations.

Steps to follow to receive classroom accommodations through the ASC:

- ✚ Meet with the Academic Support Center Director and identify yourself as a student with a disability.
- ✚ Provide disability documentation to the ASC.
- ✚ Analyze your courses:
 - Look at each course and consider your particular learning difference. Evaluate which accommodations would best serve you in each course and discuss them with the ASC.
- ✚ Make an appointment with your instructor or meet with your instructor after class:
 - Request an appointment with your instructor or meet with your instructor during posted office hours to discuss your accommodations. **It is highly important to give your professor your accommodations during the first week of classes!!**
*** For more on how to approach your instructor or how to email your instructor, examine page 18.*
- ✚ Coordinate your accommodations with the ASC:
 - Return your signed form indicating that you have given your professors your accommodations to the ASC and discuss with the ASC any special accommodation requests.
- ✚ Maintain communication!
 - With the ASC – decide how often tutoring appointments and check-up appointments are needed. Talk with a member of the ASC and plan ahead!
 - With your instructor – stay in contact with your instructor throughout the semester and provide reminders about specific accommodations if needed.

✚ REPORT PROBLEMS!

- You should immediately alert the ASC if you are having ANY difficulties with your accommodations or your classes.

Scheduling Appointments in the ASC

When scheduling tutoring appointments in the ASC, please do the following:

✚ PLAN AHEAD!

- When possible, make your appointments at least one week in advance. This will make it much easier for you to get the day and time that you want.
- Walk-in appointments are always welcome! However, the ASC may not always be able to accommodate a walk-in appointment at that exact time. If no tutor is available, Lisa and Aaron will work with you to find a tutoring time for you later that day or in the week.
- If you cannot get an appointment during a specific time, don't panic! The ASC is open Monday - Thursday from 8:00 am - 8:00 pm, Fridays until 4:30 pm, Saturdays and Sundays from 12:00 pm- 4:00 pm. If a specific appointment time cannot be granted, the ASC will work hard to find another suitable appointment time.

✚ **All appointments are scheduled through TutorTrac. Please see Molly Pifer for training on TutorTrac.**

✚ **ARRIVE ON TIME!** Many tutors work with students back-to-back. Therefore, showing up on time for your appointment is critical in ensuring you get as much tutoring as possible.

✚ **BE READY TO WORK!** Make sure to remember to bring all materials that you may need for a specific tutoring session.

✚ You may cancel an appointment up to **three hours** before the appointment time. Cancelling an appointment later will result in a “no show.” Please keep in mind that other students could benefit from a tutoring slot that you may not need or cannot attend.

✚ Standing appointments are given to students on an as needed basis. Students who miss more than three standing appointments without calling to cancel will lose their standing appointment.

- ✚ Students who miss several tutoring appointments without cancelling them in advance will be subject to changes in the services provided!

Scheduling Exams with the Academic Support Center

PLEASE FOLLOW THE FOLLOWING STEPS WHEN SCHEDULING EXAMS:

- ✚ **SCHEDULE AHEAD OF TIME!** It is best to schedule your exam at least one week prior to taking it.
- ✚ **INFORM US OF ACCOMODATION NEEDS.** If you require a distraction free environment, scribe, reader, or other specific testing accommodations, you must inform us at least one week prior to the exam. The sooner you inform the ASC, the easier it will be to meet your accommodation needs.
- ✚ **IF YOU FORGET TO SCHEDULE AN EXAM DO NOT PANIC!** The ASC will work with you as much as possible to get the accommodations that you need. Don't take the exam in the classroom simply because you forgot to schedule it in the ASC!
- ✚ **INFORM YOUR PROFESSOR!** It is vital that you remind your professor that you would like to take your exam in the ASC at least one week in advance to give your professor time to send the test to the ASC. (See Exam Form on Page 15)

PLEASE KEEP THE FOLLOWING POLICIES IN MIND WHEN TAKING EXAMS:

- ✚ Faculty instructions will be reviewed with you prior to the exam. You **MUST** follow the professor's written instructions during your exam.
- ✚ The following items are not allowed in exam rooms or while testing (unless specified otherwise by your professor).
 - Notes/books/papers
 - Any communication or electronic devices (Cell Phones, IPods, MP3 Players, Computers, Smart Phones, PDA's etc.)
 - Book bags/back packs/purses
 - Hats/ball caps/coats

- ✚ YOU ARE NOT PERMITTED TO CHOOSE YOUR EXAM ROOM. Meet with Lisa or Aaron at the front desk to discuss your accommodation needs and they will choose a room that is best suited to meet those needs. The ASC cannot guarantee a specific testing room at any given time.
- ✚ You are not permitted to leave the ASC at any time once testing has begun. The only exception is a rest-room break which must be cleared through the ASC.

**ASC Support Center
Notre Dame College
asctesting@ndc.edu (216) 373-5184**

Faculty Authorization for Test Proctoring

TEST MUST BE AT ASC 24 HOURS PRIOR TO TESTING

Student _____ Course number _____

Instructor _____ Instructor's Phone _____

Allotted class testing time _____ Test deadline _____

Test sent via: _____ emailed(asctesting@ndc.edu) _____ campus mail _____ ASC desk

Requires: _____ scantron _____ blue book

Special Testing Instructions: (Check applicable items.)

May use: _____ class notes _____ calculator _____ page of notes _____ computer
 _____ internet _____ test book _____ hand outs _____ formulation guide
 _____ student MAY write on test _____ student may NOT write on test
 _____ other (specify) _____

Special Instructions _____

Completed test will be: _____ sent in campus mail _____ picked up _____ returned with student

FACULTY SIGNATURE _____

ASC USE:

I (student) have signed a Test Center Agreement Contract and understand that violating this action will cause me to lose the privilege of using the ASC Test Center in the future. I understand that the staff will also notify the Director, who in turn will notify the faculty member, Dean of Student Development and/or

Vice President for Academic Affairs.

STUDENT SIGNATURE _____

Start Test _____ **Complete Test** _____ **Proctor Initials** _____

Priority Course Scheduling

All students who are members of the ASC are eligible to receive priority registration – meaning that you will register before all other students at Notre Dame. This accommodation allows you the opportunity to select schedules that match your unique disability-related needs.

WHEN SCHEDULING YOUR COURSES, PLEASE DO THE FOLLOWING:

- ✚ Meet with a Gretchen Walsh or an Instructional Advisor to make a “rough draft” of your course schedule. ****Note**** this is only a rough draft to then be evaluated by your Academic Advisor and cannot be used to register. The ASC advisors are NOT your academic advisors, but he or she can assist you in balancing your course load to better meet your individual needs.
- ✚ Make an appointment with your Academic Advisor. If you have questions about who your Academic Advisor is, ask the ASC. Make an appointment with them prior to the priority registration dates so that you can review your schedule.
- ✚ Use your priority registration to your advantage! Consider your own personal needs and issues when scheduling. Some factors to consider may be:
 - What time of day do classes meet?
 - How often do classes meet?
 - Can you handle back to back classes without breaks?
 - Is your course work load balanced?
 - Is there type of work that is affected by your disability? (i.e. if you have an LD in reading, can you handle three classes at once that have a considerable amount of reading).

Initiating Note-Taking

Students who are authorized for note-taking assistance (meaning it is an accommodation recommended by Gretchen Walsh, Director of the Academic Support Center), may utilize the procedures below for acquiring notes.

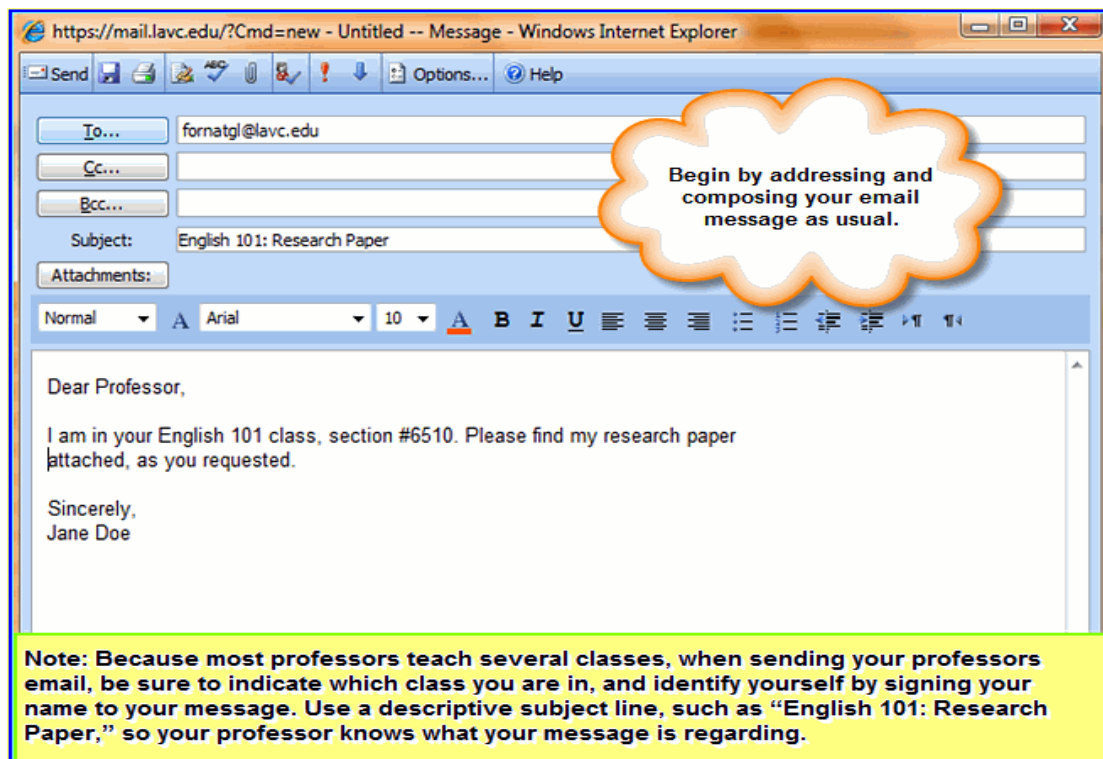
- ✚ Identify with the ASC as someone who would like notes – and inform Jessica Kaluga, Assistant Director, which courses you are requesting notes from.
- ✚ **Tape Recording Lectures** – Students can check out a digital voice recorder from the ASC and record their lectures.
 - **Always ask the instructor for permission.**
 - Place yourself at the front of the classroom, close to the instructor.
- ✚ **LiveScribe Pulse Pen** – this interactive pen will record lectures while you write with it and transcribes audio lectures to your hand written notes. The ASC has a limited number of Pens that can be checked out at the Academic Support Center.
- ✚ **In-class note-taker.** The Services Coordinator of the ASC will check with professors to attempt to identify a note-taker for a specific course. The note-taker will not know which students he or she is taking notes for, and will turn them in directly to the ASC. The notes will then be placed in your box at the ASC. The note-takers are paid.
- ✚ **CHECK YOUR BOX REGULARLY.** Notes are placed in your box as soon as they arrive at the ASC. Please check your box regularly for notes. If you do not feel that you are receiving notes, check your box before speaking to Jessica Kaluga.
- ✚ **INFORM US IF THERE IS A PROBLEM** – if you are not receiving notes but have requested notes, it is most likely for three reasons.
 - **One** – no note-taker was found in that particular course
 - **Two** – a note-taker was found but it not turning in notes.
 - **Three** – the professor has informed the Services Coordinator that notes are not needed for this particular course.
 - **Please let us know if you are not receiving your notes!!!** We will do our best to secure them for you!!!!

Emailing Professors and NDC Staff

Many professors and staff members prefer an email rather than a phone call. **** Check a syllabus to see which method a professor prefers.**

When emailing anyone on Notre Dame College's campus, keep the following in mind:

- ✚ Always put the Course Number and Section in the subject of the email (see picture).
- ✚ Address the professor appropriately. (if they are Dr., be sure to address them as such). If you are unsure, professor works fine!
- ✚ Use proper punctuation! – many students will tend to email the same way they text (LOL). However, when emailing a professor, be sure to spell everything out correctly and use proper punctuation and capitalization.
- ✚ Thank the person and sign the email. Be sure to put your first and last name at the bottom of the email with a number and email address where you can be reached. Don't assume they know who you are!



Adaptive Equipment List

The ASC has an array of adaptive equipment that is meant to meet your specific needs. The ASC has software installed on every computer as well as hardware that can be checked out for use at any time.

Please follow these procedures when checking out adaptive equipment:

- ✚ Meet with Jessica to go over which pieces of equipment would work best for you.
- ✚ Return the equipment by the time requested of you or by the end of the semester. (See adaptive equipment policy below).

Adaptive Equipment Agreement

Upon checking out: _____ and signing this agreement, I am certifying that I am aware that I am fully responsible for the overall safety and care of this piece of equipment. If I return this equipment damaged or otherwise altered state, I know that I am responsible for replacing the equipment by either re-purchasing the exact piece of equipment or giving the ASC a compensatory monetary amount. I am also aware that failure to return the equipment in a timely manner may result in a hold being placed on my account that will prevent registration or issuing of grade reports and transcripts until the equipment is returned.

Adaptive Equipment List (In Alphabetical Order)

Calculators
Digital Voice Recorder
Dragon Dictation Headsets
Dragon Naturally Speaking
Inspiration
Kurzweil
Noise Reduction Headphones
Read and Write Gold
Reading Pen

Scholar CD Player
Talking Calculator
Tutor Tape Recorder
VIBE CD player

Academic Support Center Lending Library

- ✚ The ASC's lending library has collected over 400 textbooks, DVDs, and brochures that can be extremely helpful to you as you take your courses at Notre Dame.
- ✚ The lending library is always available to students and books can be viewed while in the ASC.
- ✚ If a student needs to check out a book for use outside of the ASC, the student must inform the front desk prior to checking out the book.
- ✚ Students who check out lending library books and do not return them are subject to **fines and holds on registration.**



Important Note!

Students who are found removing books from the ASC without informing a member of the ASC will be subject to changes in services received by the ASC.

Career Component

The Academic Support Center provides students with one-on-one career counseling. The Career Coaches of the ASC (Jessica Kaluga and Shane Duncan) are here to assist you with the following:

- ✚ Resume Writing
- ✚ Internships
- ✚ Job hunting
- ✚ Disclosing a Learning Difference
- ✚ Interviewing Skills
- ✚ Cover Letters
- ✚ Professional Portfolios
- ✚ Choosing a Major

Students can make an appointment with career coaches at any time to discuss any of these topics.

Useful sites for students:

- + <http://www.notredamecollege.edu/resources-and-services/career-services-center>
- + www.bioohio.com/working-learning/Career-Events.aspx
- + www.Careerboard.com
- + www.careerbuilder.com
- + www.cleveland.com
- + www.collegegrad.com
- + www.collegerecruiter.com
- + www.hotjobs.com
- + www.jobfind.com
- + www.jobmagnet.org/
- + www.jobpostings.net

The ASC also provides its juniors and seniors with the opportunity to interview with the Workforce Recruitment Program – a collaborative effort between the President’s Committee on Employment of People with Disabilities, the U.S. Department of Defense, and the Job Accommodation network. This program recruits and screens qualified college students with disabilities for summer or permanent positions. A representative visits NDC during the fall semester to interview interested juniors and seniors. Student’s information is then placed on a database that is made available to employers in the public and private sector. Interested employers can make contact with students and offer summer or permanent employment. More information about the WRP can be found at <http://www.dol.gov/odep/pubs/brochures/wrp1.html>.

- + www.monster.com

Transfer to Action

Transfer to Action Purpose

This effort is designed to clarify purpose, give direction, provide order and empower us to perform beyond our means.

We do this by:

1. Identifying and focusing on areas of importance in your life that you have a desire to change or develop in a positive way. What matters most?
2. Helping you formulate intentions, motives, and then action steps in each of these areas.
3. Helping you to break down and prioritize the action steps that you then transfer to a weekly calendar.
4. Finally, through weekly sessions, you are held accountable for “knocking off” these action steps on at a time until the desired result is achieved

Students must do the following with regards to Transfer to Action:

- ✚ **Transfer to Action is a 1 credit course per semester that requires attendance at all sessions.**
If students cannot attend, they MUST inform the ASC prior to the meeting.
- ✚ **Be on time!** – The meetings run back-to-back and being on time is key to having the meeting run smoothly and to get you out of the meetings on time!
- ✚ **Inform the ASC if the TTA meeting time DOES NOT WORK with your schedule.**
We will find another time that is suitable for you.
- ✚ **Failure to attend all meetings may result in changes in services rendered by the ASC.**

Midterm and Final Exam Procedures

Students must adhere to the same rules, regulations, and policies when scheduling mid-terms and final exams.

However, keeping the following in mind will assist you during this stressful testing time:

- ✚ **SCHEDULE AHEAD OF TIME** – many students will be taking final exams and midterms in the ASC at the same time, therefore, it is critical that you plan ahead and schedule your exams as soon as possible.
- ✚ **HAVE A PROBLEM? LET US KNOW!** – Please inform us if you have any scheduling conflicts or issues with your midterms and final exams.
- ✚ **REMEMBER YOUR EXTENDED TIME!** – Your final exams may run back-to-back. However, with extended testing time, it is often necessary for a student to ask for an exam time to be moved. (***)Please see sample emails below for emailing professors to request a change in exam time).
- ✚ **GET YOUR TUTORING TIME IN!** – Remember, during FINAL EXAMS, there is no tutoring in the ASC, so plan accordingly.
- ✚ **FINAL EXAMS** – are **not** scheduled at the front desk. This will be done in the weeks prior to the start of exams and each student will go over their exam schedule with an ASC coordinator. Exams cannot be moved unless there is a schedule conflict with another exam. At the time of your meeting, we will evaluate what specific needs you may have for this exam: a reader, a scanner, or location.

Sample Exam Emails

Dear Professor _____,

I will be taking my exam for _____ scheduled on _____ at _____ in the ASC.

Please send the exam to the ASC no later than one day prior to the exam.

Thanks for your cooperation,

(Student Name)

If Change in time

Dear Professor _____,

Your exam for _____ (CA100B) is scheduled on _____ (Monday, Dec. 7) at _____. As you know I am a member of the ASC and unfortunately I have back to back finals. This means that because of accommodation time, I will be unable to start my exam at the scheduled time. I would like to begin my exam at _____ at the ASC. Please let me know if this is okay with you and, if not, at what other time could I take your exam?

Thanks for your cooperation,

(Student Name)

If Change of Date

Dear Professor _____,

Your exam for _____ is scheduled on _____. I am a member of the ASC and have three exams in one day. As a member of the ASC, I have the resources to have the exam proctored at another time. Therefore, I was hoping that you would allow me to move my exam to _____ at _____. If this is okay with you please let me know; if not, is there another day and time I could take the exam?

I will wait to hear from you.
Thanks for your cooperation,

(Student Name)

If Change in Time

Dear Professor _____,

Your exam for _____ is scheduled on _____. Unfortunately, I have another exam scheduled at the same time. As a member of the ASC, I have the resources to have the exam proctored at another time. Therefore, I was hoping that you would allow me to move my exam to _____ at _____. If this is okay with you please let me know, if not is there another day and time I could take the exam?

I will wait to hear from you.

Thanks for your cooperation,

(Student Name)