

Academic Support Programs

Academic Counseling

Academic counselors register all new undergraduate students and counsel students with special registration problems.

Counselors also work with students who are experiencing academic difficulties including test anxiety and other academically related problems.

The staff assists the students with their educational goals, helps students evaluate their achievement, and offers encouragement and support.

The Office of Academic Counseling serves as a resource for faculty advisers and their advisees.

Faculty Advisers

Full-time faculty members serve as advisers to all students. During their freshman and sophomore years at St. Thomas, faculty advisers assist students in their academic orientation and in planning their class schedules each semester.

Major field advisers guide their advisees' progress toward a degree by reviewing grade reports and degree audits, and helping students solve academic problems.

Academic Development Program

The Academic Development Program (ADP) is a team-taught combination of courses designed to help incoming freshmen develop proficiency in reading, writing, library and learning skills necessary for college success.

Students are invited to participate in this program if high school records and entrance exams (such as the ACT) indicate weakness in the areas of reading and writing.

Participants in the program register for 12 credits in fall semester: ENGL 110 Intensive Writing; a companion course covering one of the core curriculum requirements; and one additional course of the student's choice.

ADP students may, dependent upon their scores on various placement examinations, also be required to take courses in reading improvement and study skill development.

Academic Preparation Program

The Academic Preparation Program (APP) is a mandatory two-semester support system. The St. Thomas office of Admissions identifies students for the APP based on their potential, desire, and motivation to complete a baccalaureate degree.

After being contacted by the office of Admissions, students may apply to this program by submitting a letter of application accompanied by two letters of recommendation, at least one which must come from a high school teacher. Applicants are also interviewed by program faculty and administrators.

Upon admission to the APP, students register for twelve credits during the fall

semester: ENGL 110 Intensive Writing; a companion course which fulfills one of the university's core curriculum requirements; and one additional course chosen by the student in consultation with an academic adviser. Program participants are also required to attend a specially designed non-credit reading and study skills seminar and a non-credit mathematics laboratory.

During spring semester, students normally register for ENGL 111 Critical Reading and Writing, and two or three other courses selected in consultation with the student's academic adviser.

At the successful completion of this program, the student will be officially admitted to the university by the dean of the College.

Questions about the Academic Preparation Program should be addressed to the director of admissions or the associate dean for academic advising.

Mathematics Resource Center

The Mathematics Resource Center (MaRC) provides a variety of resources, most at no cost to students of mathematics. These resources include a tutoring staff, placement testing, independent study/review programs, math videos, and general mathematics advising. Also available from the MaRC is a list of private tutors, whose rates are subject to individual negotiations.

Students must satisfy all prerequisites in order to enroll in a math course. Most entry-level math courses require an appropriate Math Placement Code (MPC) derived from an ACT math score or from a UST Math Placement Exam, which may be taken in the MaRC during regular hours. Students whose MPC is NONE can prepare for Math 100 or Math 101 by taking the Basic Math Skills review course (Math 005) during the January term or summer session. The course has a nominal registration fee.

Visit the MaRC Web site at http://www.stthomas.edu/www/marc_http/marc.htm for more information and for the link to practice problems for the Math Placement Examination.

Reading and Study Skills Center

The Reading and Study Skills Center (RSSC) provides academic support through tutoring and referral services, individual assistance in study skills improvement, test taking preparation, college reading techniques, college survival skills, and campus seminars and workshops.

The RSSC is located in Room LL14, in the tunnel between the O'Shaughnessy-Frey Library Center and Albertus Magnus Hall.

All services are confidential and free of charge.

Enhancement Program – Services for Students with Learning Disabilities

The University of St. Thomas offers services for students with learning disabilities based on the philosophical premise that qualified students with learning disabilities can succeed academically if given appropriate programming and adequate support. These specialized services offer all accommodations and auxiliary aids or services through the Enhancement Program.

Qualified students with disabilities are responsible for identifying themselves and making all requests for accommodations and aids or services to the staff of the Enhancement Program.

Support services are provided to enrolled students and based on assessed needs. These services also include screening interviews and referral services, accommodation and academic assistance service, interagency coordination and advocacy services.

For more information, students with learning disabilities or those who have question regarding these specialized services, should contact the Enhancement Program office.

Specialized Services – Services for Students with Physical Disabilities

The office of specialized services provides reasonable and appropriate accommodations to qualified students with physical disabilities. To be eligible for these services, documentation from a licensed professional is required. The documentation should state the nature of the disability and the types of accommodations recommended by the licensed professional.

Support services are provided to enrolled students and based on assessed needs. These services include counseling services, identification and referral services, accommodation and academic assistance service, interagency coordination and advocacy services.

Students with physical disabilities should contact the coordinator of specialized services.

Access the Specialized Services Web site at www.stthomas.edu/www/spserv_http/index.html for further information.

Writing Center

Undergraduate and graduate students at all levels of experience and expertise across the university use the Writing Center. In intensive one-on-one hourly sessions, students typically work on issues such as developing ideas, creating a focus, organizing materials, and clarifying sentences. Most students work on course assignments, but may work on graduate school and job applications.

The Center is staffed by peer writing consultants who are selected through a rigorous application and interview process conducted

each spring semester. The staff does not offer an editing service, but instead provides the much more valuable service of working collaboratively with students to help them best express what they want to say in their writing.

Services are free. Computers are available to work on during a session with most software for IBMs available.

Major Field Advisers

After a student has completed 48 semester credits, the student fills out a major field card and applies to be accepted as a major in his or her chosen field.

When the student has been accepted as a major in a particular department the guidance of her or his program is then transferred from the freshman/sophomore faculty adviser to a departmental major field adviser.

Instructional Support Services

To meet the requirements of faculty and students for use of instructional technology, the university provides materials, equipment and professional support through Instructional Support Services (ISS). From the main office located in Room 14 of O'Shaughnessy Educational Center, ISS provides a variety of support services.

Classroom Services: university-owned audio visual equipment including projectors, recorders, cameras and other equipment is available from ISS for use on campus by faculty, staff, and student organizations. Also available are over 2000 instructional films and videotapes from the university's collection, which is located in Room 13 OEC. These can be researched through the printed catalog and the DISCOVER on-line catalog. Students can view programs of their choice in the Learning Center. Materials are also available from area CLIC colleges, and from film/video rental libraries nationwide. When a student organization makes a request, the faculty adviser must authorize use of these resources by phoning or writing ISS. Costs associated with materials acquisition (rental fees or shipping charges) will be billed directly to the student organization.

Requests for equipment by all users should be made at least 24 hours in advance, and the kind of equipment, and the date, time and location of use must be specified. Requests for films and videotapes not owned by the university should be accomplished as early as possible, but not less than 10 working days before the event.

Graphic and Photographic Services: ISS can provide services for the production of print materials (signs and posters) for faculty, staff and student organizations. Services rendered for student organizations must be

Academic Support Programs

authorized directly to ISS by the responsible faculty member or adviser. When ISS provides such services or materials, or students use the hands-on graphics area, a charge for labor and materials is made directly to the student organization or to ACC.

Certain kinds of printed materials can be produced within the department. Students can obtain up to six black-and-white transparencies per class at no charge to them. However, students must pay cash for both color transparencies and color paper copies. For those jobs too extensive for production within ISS, consultation on design and layout is available. A computerized graphic production system is available to produce a limited variety of text and/or graphic slides. Photographic services for publicity of events relating to the larger university community are also available. Requests for photographic services should be made as far in advance as possible.

Learning Center. Located in the lower level of the O'Shaughnessy Educational Center, the Learning Center is equipped with more than 100 computer terminals and a wide variety of audio visual display and production equipment. The Learning Center provides an environment where a student can view programs, work on various assignments which require instructional technology or produce their own audio and/or visual materials. During the fall and spring semesters, the Learning Center is open more than 90 hours per week. Support and assistance with all the resources available in the Learning Center are available during most of those hours.

Audio – Video Production Services: This division of ISS focuses primarily on the production of audio and video materials and the support of audio and video production classes. In addition to providing production support to faculty, facilities are made available to students to produce and edit their own audio and video materials for course related projects. Scheduling and use of equipment must be requested by the responsible faculty member or adviser. Students should plan as far in advance as possible in the scheduling of facilities, equipment and support personnel. Students usually must have taken appropriate production courses to have access to these areas. Assistance is available in all facets of media production.

Computing and Communications Services Center

Computing and Communication Services provides computing and telecommunications (telephone) services to students, faculty and staff. All computing facilities are available to students for classroom, tutorial and research applications free of charge. Long distance telephone services and voice mail are available to on-campus students for a nominal fee.

There are more than 300 microcomputers for student use on the St. Paul, Minneapolis, Chaska and Owatonna campuses. These include both IBM personal computers and Apple Macintosh computers. Each microcomputer has word processing, spreadsheet, computer-assisted instruction and database software installed. In addition, there are other software applications installed in selected labs for class related work.

The central computing resources include a Digital Equipment Corporation Alpha cluster accessible from on-campus microcomputers and terminals and from off campus via dial-in modems. On campus students can rent a communications box for their dormitory room allowing direct access to the Alpha systems. In addition to providing software for class-related projects, the Alpha systems have electronic mail capability for on-campus communication as well as for international communication via Internet. A campus-wide information system called DISCOVER is also available on the Alpha. This system provides information on class schedules, events on campus, current enrollment in classes, menus for on-campus dining, and a wealth of information for students and faculty.