

Rev. 08/10

# SAGE

## Student Handbook



*Center*  
**Academic**  
*for*  
**Success**

**S**TUDY **A**CCELERATION **G**AINING **E**XCELLENCE

## ***BEFORE WE GET STARTED...***

Everything we do as staff of the SAGE Program is done with *your* best interests in mind. We are involved with the SAGE Program because we care about your well-being, both academically and otherwise.

When we talk to you about such things as commitment, motivation, and self-discipline, we are trying to help you succeed at Saint Francis University. When we say that you *must* attend, we say this to benefit *you*. The point is this: we are working *with you* and *for you*; we are *all* on the same *team* . . . YOUR team.

Sometimes we may expect more from you than you think you can give. Please accept the challenge. Our intention is to get more out of you than you may have given before this point in your academic career.

You must *improve* your grades, not stay the same. So anticipate being encouraged to make some changes. We will support you 100% in your change efforts. We expect you to give it *your all*. You can be assured that we'll give it ours.

It's really up to you; academic success is yours, if you want it badly enough and work hard enough. It will take some sacrifices on your part, some resetting of priorities, but it will all be worth it when you walk across the stage at graduation. We are partners in creating your academic success. Together, let's make it happen!

## ***NOW, LET'S GET ROLLING...***

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**THINGS YOU NEED  
TO KNOW ABOUT SAGE**

## **SAGE PROGRAM STATEMENT OF MISSION**

The Study Acceleration: Gaining Excellence (SAGE) Program of Saint Francis University encourages and enables students to improve their academic achievement. Academic skills and habits are examined and strengthened through the collaborative efforts of professional staff (SAGE coaches), peer tutors, and program students themselves. Educational goals are clarified and purposeful actions are planned and implemented to assist students in attaining good academic standing. Academic integrity and honesty are always emphasized.

By recognizing students as whole persons, not just intellectual and academic beings, the SAGE Program assists students in all areas of their development, both through direct means and through referrals to appropriate sources of help. The overall health and well-being of students are of equal importance with academic achievement; the two are unquestionably related and interdependent.

**SAGE DIRECTORY**

ACADEMIC SUCCESS COORDINATOR: Jon Kindred

OFFICE LOCATION: Francis 111 (Center for Academic Success)

OFFICE PHONE EXTENSION: 3178

SAGE COACH: \_\_\_\_\_

OFFICE LOCATION: \_\_\_\_\_

OFFICE PHONE EXTENSION: \_\_\_\_\_

**SAGE STUDY SESSIONS**

DAY: \_\_\_\_\_

LOCATION: \_\_\_\_\_

TIME: \_\_\_\_\_

**CENTER FOR ACADEMIC SUCCESS STAFF DIRECTORY**

OFFICE LOCATION: Francis 101

OFFICE PHONE EXTENSION: 3024

DIRECTOR of ADVISING &amp; RETENTION: Renee Bernard

ASSOCIATE DIRECTOR of ADVISING & RETENTION:  
(OASIS/ACT 101 Coordinator) Megan GallagherACADEMIC SUCCESS COORDINATOR:  
(SAGE/Tutor Coordinator) Jon Kindred

INTEREM DIRECTOR OF ACADEMIC SERVICES: Lacy Marschalk

COORDINATOR OF TESTING SERVICES: Terri Kirby

## SAGE SERVICES

### STRUCTURED STUDY

All SAGE students *must* attend six (6) hours of supervised study each week, beginning with the second week of classes and lasting through the final week of classes (Please see "SAGE Attendance Policy"). Each study session is monitored by a SAGE "coach" who is a member of the faculty or administrative staff. Coaches are available during these sessions to advise and assist you.

### STUDENT/COACH CONVERSATIONS

You will complete the Learning and Study Strategies Inventory (LASSI) early in the semester. With this, your SAGE coach will help you to identify your academic strengths and weaknesses. Both you and your coach will work together one-to-one to better utilize your strengths, improve upon your weaknesses, and implement specific strategies to improve your academic performance. You may also discuss other topics, such as career aspirations or any personal, social or familial concerns which may be impacting your academics.

Your SAGE Coach will refer you to appropriate campus services as needed. Please contact the Academic Success Coordinator in the Center for Academic Success (Francis 111, ext. 3178) with any concerns that you may have.

### TUTORIAL ASSISTANCE

Trained peer tutors are available to assist you. These highly successful students can share their skills and insights with you in many course areas. To obtain the services of a peer tutor, simply speak with your SAGE coach or to the Academic Success Coordinator in the Center for Academic Success (Francis 111, ext. 3178). Individual tutoring should be made an integral part of your SAGE participation. *The use of peer tutoring is strongly recommended.*

### RESOURCE LIBRARY

Located within the Center for Academic Success (Francis 102), the Resource Library provides a variety of materials on study skills, college adjustment issues, career planning, and other topics related to student success in college. Please see "Resource Library Media" for a complete listing of all available resources.

### STUDENTS WITH DISABILITIES

Saint Francis University will provide reasonable accommodations to students with a documented learning disability. A minimum of three to four (3-4) weeks is needed to meet requests. *Note: The student is responsible for understanding and following all Saint Francis University policies, including academic policies regarding academic standing and dismissal.*

Semester/Year \_\_\_\_\_

**SAGE STUDENT CONTRACT**

Name (please print): \_\_\_\_\_ Campus Box #: \_\_\_\_\_

Parent/Guardian Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Sport: \_\_\_\_\_ Coach: \_\_\_\_\_

Campus or Local Address: \_\_\_\_\_

SAGE Status: \_\_\_\_\_ 1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> consecutive semester(s) in SAGE**SAGE SESSION ASSIGNED:** \_\_\_\_\_  
\_\_\_\_\_

*This document verifies that you have been informed of important aspects of the SAGE Program.  
NOTE: You are obligated to fulfill all SAGE requirements, as listed below, including signing this document.*

**I understand that my participation in the SAGE Program is a condition of my continued matriculation at Saint Francis University. I agree to fulfill the following requirements as a means of facilitating my academic progress. I understand that if I choose not to participate in required program activities, then I may be academically dismissed from Saint Francis University at any time (as outlined below and in the attendance policy).**

1. I will schedule a maximum of twelve (12) credits this semester, unless I have special permission from the Provost to take additional credits. (Volunteer SAGE students are exempt.)
2. I will punctually attend six (6) hours of structured study sessions weekly, extending from the semester's second week through the last week of classes.
3. I will fulfill SAGE attendance requirements, as further outlined on this sheet.
4. I will be prepared for each SAGE session; i.e., I will bring all necessary materials and spend the entire session working on my academics.
5. I will complete the Learning and Study Strategies Inventory (LASSI) during the first two weeks of SAGE and discuss the results with my SAGE coach. I have the option of completing the Nelson Denny if I desire.
6. I will meet at least biweekly with my SAGE coach to review and discuss my academic progress. Topics will include planning and preparing for class assignments, projects, papers, quizzes, and tests, as well as class attendance, class participation, and contacts with professors.

7. I will meet with each of my instructors at least once before midterms.
8. I will use the Center for Academic Success Resource Library, the Writing Center, and tutors as recommended by my SAGE Coach.
9. I give my permission for SAGE personnel to communicate with Saint Francis University faculty/staff, parents/guardians and peer tutors regarding my academic progress and attendance.
10. I understand the Saint Francis University levels of academic standing and will compute, with my SAGE Coach, the semester QPA I need to attain good academic standing.
11. If I do not attain good academic standing and have failed to adhere to the attached attendance policy, I realize that I will be academically dismissed.
12. I understand the situations leading to, and the ramifications of, academic dismissal. A first dismissal may be appealed, while a second dismissal is final and may not be appealed.
13. I understand that if I enroll in the SAGE Program as a full-time student at the beginning of this current semester and then drop to a part-time student that I am still responsible for any and all aspects of this contract.
14. I understand that I must meet with the Academic Success Coordinator three times per semester. Failure to do so will result in dismissal from the University.
15. I understand that computer use in SAGE sessions will be limited to the last hour of the session (unless permission is specifically granted), and cell phone use will not be allowed in SAGE.

**IMPORTANT NOTE: Peer tutors are available upon request as part of your SAGE services. It is highly recommended that you utilize a peer tutor's services from the very start of the semester. YOU MAY HAVE PEER TUTORING, UNDER YOUR SAGE COACH'S SUPERVISION, for up to three (3) hours of your weekly SAGE time. Ask your SAGE coach for assistance in getting a peer tutor.**

## **SAGE ATTENDANCE/ABSENCES**

1. Attendance
  - a. "Satisfactory" SAGE attendance is defined as missing less than six (6) hours from one's regularly assigned SAGE group per semester.
  - b. Any student who misses SAGE must follow proper make-up procedures. **Hours must be made up by the Friday of the following week.** If a student fails to make up the entirety of his/her missed time within this period, he/she will be alerted that the missed time will be deemed unrecoverable for the semester (provided there are no excused medical absences/special circumstances).

1. Unrecoverable hours are defined as missed SAGE time which has not been made up within the designated period. Any such time will count against a student's attendance for the remainder of the semester no matter how much time is logged following weeks.

Proper Procedure for Making Up SAGE Hours

1. Make-up hours must be made up at a minimum of 30-minute increments.
  2. Students may attend two (2) SAGE sessions per week as a makeup session or personally schedule hours with the Academic Success Coordinator.
  - c. If a student makes up his/her absences to under six (6) hours and does not make good academic standing (remaining on probationary status) he/she will not be academically dismissed, provided he/she has not been on academic probation for more than two (2) consecutive traditional semesters (excluding summer) and has a cumulative QPA of at least 1.000.
  - d. Excessive SAGE absences **will** result in immediate dismissal from the University.
2. Absences
- a. **Tardiness in excess of 15 minutes constitutes an absence and you will not be permitted to attend that session.**
  - b. Students must provide their SAGE Coach with 24-hour advance, email notice of any need to miss a SAGE session. If you know that you have a conflict, let your coach know *ahead of time*. If you become ill the day of a SAGE session, *call your coach* and inform him/her, just as you would inform an employer.
  - c. Once a SAGE student reaches two (2) hours of unrecoverable absences (as previously defined), he/she must meet with the SAGE coach individually to discuss the reason for the absence.
  - d. When the SAGE student reaches four (4) hours of unrecoverable absences (as previously defined), he/she must meet with the Academic Success Coordinator. At this time, the Academic Success Coordinator will involve the student's parents or guardians and explain that if the student reaches six (6) hours of unrecoverable absences, he/she will be withdrawn from the University effective immediately.



## CENTER FOR ACADEMIC SUCCESS

### **Study Acceleration: Gaining Excellence (SAGE) Program**

The SAGE Program is designed for students who are experiencing academic difficulties. All students on academic probation are required to participate in the program. Students in good academic standing may also choose to participate in the program. The program provides the student with a structured study environment for six hours weekly under the supervision of University faculty and staff. In addition, services that include study skills seminars, peer tutoring, academic counseling, and basic study skills assessment are available each semester. While SAGE is not mandatory for part-time students, those students are encouraged to participate. Students will sign an agreement that includes the expectations for program participation. Their participation will be monitored by the Center for Academic Success. For students who are not attending required SAGE sessions, attempts at communication and intervention with the student will result, including contact with parents. If those efforts are unsuccessful, the student will be withdrawn from all current courses, suspended from campus for the remainder of the semester, and required to apply for readmission to the University. Suspended students may be eligible for a partial refund; see the Financial Information section of the Saint Francis University Catalog for details.

I have read, understand and agree to the above policies.

\_\_\_\_\_  
Signature of the Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of the Academic Success Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of the Associate Provost

\_\_\_\_\_  
Date

cc: Student

Revised: 11/11

**INFORMATION**

**TO SUCCEED**

## GENERAL INFORMATION

*Note:* For general information concerning the academic policies of Saint Francis University, please refer to your SFU Catalog. *You are responsible for understanding and following all Saint Francis University policies, including academic policies regarding academic standing and dismissal.* A few particularly noteworthy aspects of these policies are listed below, but you should be familiar with *all* aspects of the SFU academic policy.

1. When repeating a course, *both the original and the repeated course grade* will appear on your transcript. The higher grade is used in computing your cumulative Quality Point Average (QPA).
2. A grade of "W" (Withdraw) is *not* computed in your QPA. You must *formally* (i.e., through the Registrar's Office) withdraw from a class to receive this grade.
3. Your QPA is computed based on three (3) key components:
  1. the total number of credits *attempted, not earned*, at SFU.
  2. the grades earned for these credits.
  3. the total number of quality points earned (based on the grades earned).
4. Credits from transfer courses (i.e., those courses taken at other institutions) will appear on your transcript, but *not the grade*. (*Note:* You must earn a minimum of a "C" or better for transfer courses to be counted here at SFU.) The transferred credits count toward graduation and your class standing.
5. Classes taken on the Pass-Fail option are *not* computed into your QPA unless an "F" is earned.

***Always ask someone (either your SAGE Coach or your Academic Advisor) if anything concerning your academic well-being is not 100% clear to you. Do not jeopardize your future by making an uninformed decision. When in doubt, please ask for assistance!***

## ACADEMIC TERMS

Class Standing: The "official year" in college based on the total number of credits the student has earned. These are:

Freshman:	Up to and including 27 credits
Sophomore:	28 to 59 credits
Junior:	60 to 95 credits
Senior:	96 credits and above

Credits Attempted: The total number of credits for which the student is officially registered.

Credits Earned: The total number of credits that the student has successfully completed.

Quality Points: The number of points that the student can earn for each final grade. Each letter grade has a corresponding quality point value (per credit). These are:

A	=	4.000
A-	=	3.667
B+	=	3.333
B	=	3.000
B-	=	2.667
C+	=	2.333
C	=	2.000
D	=	1.000
F	=	0.000

QPA: (Quality Point Average). The number determined by dividing the total number of quality points earned by the total number of credits attempted. There are two (2) types of QPAs. These are:

<u>Semester QPA:</u>	QPA computed for a particular semester.
<u>Cumulative QPA:</u>	QPA computed for determining overall academic standing.

Academic Standing: The student's "status" as determined by the semester and cumulative QPA. Levels of academic standing are as follows:

<u>Good Standing:</u>	The student has a satisfactory QPA (2.0 and above).
<u>Warning:</u>	The student is dangerously close to probationary status.
<u>Probation:</u>	The student is in trouble! Participation in the SAGE Program is required (QPA below 2.0).
<u>Dismissal:</u>	The student has failed to progress in a satisfactory manner. Students may appeal once. Automatic dismissal occurs after three (3) consecutive traditional semesters (excluding summer) on academic probation.

## ACADEMIC STANDING POLICY

Academic standing is based on semester and cumulative grade point averages (GPA) on all Saint Francis University courses. The quality point averages determining *good academic standing*, *academic warning*, *academic probation*, and *academic dismissal* are established to provide students with a clear understanding of their responsibilities during their college careers. (*Note:* The QPAs listed below are according to the Saint Francis University Catalog and are subject to change.)

Good Standing: Semester and Cumulative QPA at or above 2.000

Warning: Semester QPA less than 2.000, but cumulative QPA above 2.000

Probation: Cumulative QPA at or above 1.000 but less than 2.000

Dismissal: Cumulative QPA less than 1.000

Students placed on academic probation are required to participate in a structured study laboratory program entitled Study Acceleration: Gaining Excellence (SAGE). SAGE consists of supervised study periods, individual tutoring, skills workshops, and self-assessment under the direction of University faculty and staff.

Students are limited to 12 credits per semester while they are on academic probation. Students on academic warning will be reviewed by the Academic Standing Committee where recommendations will be made as to possible credit limitation, required SAGE and/or other requirements.

Students who are on warning or probation at the end of spring semester are encouraged to attend summer semester at Saint Francis University and raise their cumulative QPA to that required for good standing. Students' academic standing may change as the result of summer semester courses.

Academic dismissal will occur:

1. when student's cumulative QPA is less than 1.000;
2. after three consecutive probationary semesters (excluding summer semester), or
3. if students on academic probation do not participate in SAGE as required and do not achieve good academic standing by the end of the semester.

After the first academic dismissal, students may appeal to the Provost. If the appeal is granted, students may return to the University for the next semester (fall, spring, or summer). If the appeal is denied, students may not apply for readmission for at least one calendar year, at which time the readmission request must be approved by the Provost upon the recommendation of the Academic Standing Committee. When students return from academic dismissal, they are on academic probation, and additional stipulations may be specified.

Students who have been away from the University for at least five years after a second dismissal may apply for readmission at that time. Their application would be presented to the Provost, who will consult the Committee on Academic Standing for a recommendation, and then make a decision.

### FIGURING YOUR QUALITY POINT AVERAGE (QPA) - EASILY!

Have you ever wanted to figure out your QPA (Quality Point Average)? Here are the simple steps to do just that. The keys to doing it are to know exactly how many credits you will receive for each of your courses and to know what quality point value is assigned to each letter grade at your college. At Saint Francis University, the corresponding quality point value for each letter grade is listed below (per credit).

A	=	4.000
A-	=	3.667
B+	=	3.333
B	=	3.000
B-	=	2.667
C+	=	2.333
C	=	2.000
D	=	1.000
F	=	0.000

*Note:* A grade of "W" (Withdraw) is *not* computed in your QPA. Classes taken on the Pass-Fail option are *not* computed into the QPA unless an "F" is earned.

The steps in calculating your QPA are listed below. Match the number of each step to the same number on the example below it.

- List the courses you have taken this semester.
- List the credit value for each course.
- Add the column of credits and write the total here.
- List the grade you received for each course.
- List the quality point value of each grade earned.
- Multiply each course's credit value by the quality point value corresponding to its grade. Put the answer to the right.
- Add the column of numbers and put the answer at the bottom.
- Divide #7 (total quality points) by #3 (total credits carried).
- This is your QPA for the semester!

[1] Course	[2] Credit Value	[4] Grade Earned	[5] Quality Point Value	[6] Multiply	[7] Add
ENGL 104	3	B	3	3 x 3 =	9
PSYC 101	3	A	4	3 x 4 =	12
HIST 222	3	D	1	3 x 1 =	3
BIOL 111	4	C	2	4 x 2 =	8
CORE 102	2	B	3	2 x 3 =	6
	[3] 15				[7] 38
			2.5333		
		[8] 15	38		[9] QPA = 2.533



**CALCULATING THE NEEDED QPA  
TO ACHIEVE GOOD ACADEMIC STANDING**

1. Write the Total Number of Quality Credits as of the last completed semester [#1].

[#1] \_\_\_\_\_

2. Write the Total Number of Quality Points Earned as of the last completed semester [#2].

[#2] \_\_\_\_\_

3. Calculate your Cumulative QPA [#3] by dividing the Total Number of Quality Points Earned [#2] by the Total Number of Quality Credits [#1].

[#2] \_\_\_\_\_ ÷ [#1] \_\_\_\_\_ = [#3] \_\_\_\_\_

4. QPA needed for Good Academic Standing [#4]: 2.0.

[#4] 2.0

5. List your current semester courses. Then, for each course, write the following:

- a. the grade earned or expected
- b. the quality point value for each grade earned or expected (See below)
- c. the credits
- d. the total quality points

A = 4.000    A- = 3.667    B+ = 3.333    B = 3.000    B- = 2.667  
C+ = 2.333    C = 2.000    D = 1.000    F = 0.000

COURSE	GRADE EARNED OR EXPECTED	QUALITY POINT VALUE	X	CREDITS	=	TOTAL QUALITY POINTS
			X		=	
			X		=	
			X		=	
			X		=	
			X		=	
			X		=	
<b>TOTALS</b>	*****	*****	*		*	

6. Write the Total Number of Credits Attempted for this semester [#6].

[#6] \_\_\_\_\_

7. Write the Total Number of Credits Repeated for this semester [#7]. (Your QPA calculation is based on the number of credits you have attempted and the number of quality points you have earned. A successfully repeated course increases your total quality points, but does not affect your credits attempted. Therefore, successfully repeating a course can dramatically raise your QPA.)

[#7] \_\_\_\_\_

8. Subtract the Total Number of Credits Repeated [#7] from the Total Number of Credits Attempted [#6]. (This will be used for QPA calculation.)

[#6] \_\_\_\_\_ -- [#7] \_\_\_\_\_ = [#8] \_\_\_\_\_

9. Add the Total Number of Quality Credits as of the last completed semester [#1] to #8.

[#1] \_\_\_\_\_ + [#8] \_\_\_\_\_ = [#9] \_\_\_\_\_

10. Multiply #9 by the QPA you need for Good Academic Standing [#4].

[#9] \_\_\_\_\_ x [#4] 2.0 \_\_\_\_\_ = [#10] \_\_\_\_\_

11. Subtract the Total Number of Quality Points Earned as of the last completed semester [#2] from #10.

[#10] \_\_\_\_\_ -- [#2] \_\_\_\_\_ = [#11] \_\_\_\_\_

12. The answer in #11 is the number of quality points you need to earn this semester to achieve Good Academic Standing. Divide #11 by the Total Number of Credits Attempted for this semester [#6].

[#11] \_\_\_\_\_ ÷ [#6] \_\_\_\_\_ = [#12] \_\_\_\_\_

*The QPA in #12 is the QPA you must achieve this semester in order to achieve Good Academic Standing and become exempt from SAGE.*

*BEST OF LUCK and GOOD STUDYING!!*

Note: You can also use this format to figure out the QPA you need this semester to attain *any* cumulative QPA that you desire. Just substitute the cumulative QPA that you desire into Steps 4 and 10.

## HOW TO GET THE MOST OUT OF TUTORING

Tutoring is...

1. a service that helps the student to develop and strengthen the skills necessary for academic success in college.
2. an *active* exchange of information and skills between the student and the peer tutor.
3. a way for the student to get the extra help and information not obtained in the classroom.

Tutoring is not...

1. a time for the tutor to do the student's homework.
2. an opportunity for the student to get someone else to do their work.
3. a substitute for attending class or a chance for the student to catch up on material missed by not attending class.

### THE PEER TUTOR'S RESPONSIBILITIES

The peer tutor is a successful student here at Saint Francis University. He/she had been selected as a peer tutor because he/she has a strong academic background and possesses qualities essential to be a successful student.

The peer tutor's objective is to guide and help students to develop and strengthen their own study skills so that ultimately they can work on their own with confidence. It is *not* the duty of the peer tutor to do the work for the students, but to *help the students to help themselves*. The peer tutor accomplishes this by asking questions, making suggestions, proofreading/editing work before submission to the instructor, etc.

### THE STUDENT'S RESPONSIBILITIES

All SFU undergraduate students have the option of receiving free tutoring. The peer tutor will be working with the students to assist them the best that he/she can. However, in order for tutoring to be the most effective, the students must fulfill some responsibilities. These are:

1. Take all necessary materials to tutoring (e.g. textbooks, notes, pens, pencils, course syllabi, class handouts, calculator, etc.).
2. Be prepared for each tutorial session (i.e. do any assigned reading, review class notes, work on assignments before going to tutoring, have questions prepared, etc.).
3. Expect to be an active participant. Don't expect the peer tutor to do the work.
4. Be on time for each tutorial session.
5. Contact the peer tutor *in advance* if he/she is going to be late or absent. Reschedule the session if he/she is going to be absent.

### HOW TO GET A PEER TUTOR

Again, all SFU undergraduate students have the option of receiving free tutoring. To begin tutoring sessions with a peer tutor, follow the steps below:

1. Discuss getting a peer tutor with your SAGE Coach or with the Academic Success Coordinator. The Coordinator's office is in the Center for Academic Success (Francis 111, ext. 3178).
2. Complete an electronic Tutor Request form (<http://francis.edu/tutorrequest.htm>). This form can be found online on the my.francis.edu webpage. Please type my.francis.edu into your web browser. In the username and password box, type in your Novell username and password. After login, click the "Academics" tab. The link to the Tutor Request Form will be on the right hand side of the screen. Please fill out the form to the best of your ability – be sure to check off "SAGE" in the "Program(s) of Enrollment" section. When finished click the "submit" button at the bottom.
3. If you are having problems submitting a Tutor Request Form, please either email the [tutoring@mail.francis.edu](mailto:tutoring@mail.francis.edu) or stop by the Academic Success Coordinator's office.

*If you have any difficulty, problems, or concerns with any peer tutor, contact the Academic Success Coordinator immediately.*

## RESOURCE LIBRARY MEDIA

Listed below are additional resources that may be of assistance to you this semester. After discussing your needs with your SAGE Coach, make arrangements to get the needed information.

### HANDOUTS

The ABCs of Successful Living  
 Concentration  
 Decision-Making  
 Listening Skills  
 Money Management  
 Motivation and Goal Planning  
 Note Taking  
 Reading Skills  
 Stress Management  
 Study Techniques  
 Studying the College Textbook  
 Test Taking  
 Time Management  
 Wellness  
 Working with Your Professor  
 Writing Skills  
 Your QPA

### PAMPHLETS

About Academic Survival Skills  
 About Assertiveness  
 About Making the Grade in College  
 About Time Management  
 Alcoholism  
 College Students with Learning Disabilities  
 How to Get Good Grades in College  
 How to Improve Your Reading Skills  
 Manage Stress for College Success  
 Put Time on Your Side - Time Management for Students  
 Study Skills for Academic Success  
 Successful Studying – it's all academic  
 You Can Survive Your First Year of College  
 Your Child's First Year of College – A Guide for Parents