

ACADEMIC ADVISING AND ACADEMIC SUPPORT SERVICES

Professionals within the Division of Student Development offer students and faculty comprehensive programs tailored to the needs of students at distinct developmental stages, including programs for first-year and transfer students and students who have not declared a major, as well as comprehensive orientation programs, early intervention programs, coordination of academic standing and assistance to students on academic probation, tutoring and writing assistance, service learning, international student advising and support to students enrolled in the HEOP and AHANA programs, and C-STEP.

The purpose of this support is to help Le Moyne students succeed in college by connecting them with faculty and programs that enable them to create meaningful relationships within and outside the classroom while enhancing their intellectual, social and personal development.

Advisement Program

Advising for first-year students begins prior to the first day of classes. Once students choose Le Moyne College, they receive *Heading to the Heights*, a First-year Student Guide, and access to an Online Advanced Registration System (OARS) that prepares them for a one-day “Summer Welcome” where they will meet an academic advisor in their major, draft their fall course schedule and take placement tests. This pre-college program is designed to acquaint students and their parents primarily with the academic aspects of the first-year experience.

During their fall semester, first-year students are assigned to an academic advisor in their major or, if undeclared, with a professional advisor in the Student Success Center. The student’s first-year advisor should be considered a primary mentor and is critical in helping the new student develop the skills necessary to make valuable decisions throughout their academic career and in their major. Frequent interaction between first-year advisor and student is essential, especially in the first semester. After the first year, students either continue to meet with their advisor or are assigned an upper-division faculty advisor who typically counsels sophomores, juniors, seniors and transfer students. Transfer students who are undeclared are advised by the Advisor for Transfer Student Engagement.

The Advisor/Advisee Relationship

The advisor and student share equal responsibility to develop a meaningful relationship. Advisors can provide guidance and mentoring to help students make informed choices. However, students are ultimately responsible for meeting the requirements of their degree programs.

Students should meet on an individual basis with their advisor several times each semester. Both individual and group meetings are quite important, especially prior to registration, as academic advisors must review the students’ proposed schedules and approve them for student registration on WebAdvisor. These meetings also allow for discussions about the student’s major/minor, possible internships, research, career planning and graduate school opportunities. Some departments schedule group advisement to inform students about activities and new classes in the major while others offer special programming and events regarding major-related topics, e.g., departmental research opportunities and internships.

Student Outreach

While it is integral to Le Moyne’s mission for faculty and administrators to encourage students to seek their assistance, sometimes students are at a crossroads and need additional, immediate or more intensive support for their well-being and academic success. Students can also experience unexpected extenuating circumstances during their time at Le Moyne that will affect their academic performance and their lives while at college. For that reason, Le Moyne has established the Early Alert System Exchange (EASE), a confidential early intervention and referral process that provides avenues for professors, administrators, and staff with the means to identify students in need of additional support. These students may exhibit risk factors that may limit their ability to be successful at Le Moyne. Such factors may include academic challenges, major life events causing overwhelming stress, unmet emotional or medical needs, or lack of a support structure. In addition, EASE also identifies students with multiple academic deficiencies at mid-term and those who are not following required academic probation guidelines. The EASE process is led by the Assistant Dean for Student Development and the Assistant Dean for Academic Advising and Support.

Tutoring at Le Moyne

Le Moyne students are encouraged to take advantage of the free services coordinated by the Student Success Center. The office provides tutoring, study groups, individual consultations and workshops for all students seeking to improve their academic performance and achieve excellence. Individual and group support is also available to students interested in strengthening their learning strategies (e.g., time management, note-taking and test prep strategies). Students are welcome to set up individual appointments with a member of the advising staff to learn more.

Free one-to-one tutoring and study groups are available during the academic year. Students can make tutoring appointments online by visiting lemoyne.mywonline.com (<http://lemoyne.mywonline.com>). For more information, contact (315) 445-4177.

Disability Support Services

Disability Support Services, located on the first floor of the Noreen Reale Falcone Library, arranges academic accommodations for eligible students with disabilities under Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990. Students with disabilities are encouraged to contact the director of disability support services as soon as possible to ensure that academic accommodations are made available in a timely manner. Written documentation attesting to the existence of the disabling condition and signed by a licensed professional is required before academic accommodations can be implemented.

For more information, call (315) 445-4118 or visit our website at www.lemoyne.edu/DSS.

HEOP Program

Arthur O. Eve Higher Education Opportunity Program

The Le Moyne College Arthur O. Eve Higher Education Opportunity Program (HEOP) at Le Moyne College provides broad and varied educational experiences to eligible students who demonstrate the ability to be academically successful. The program provides academic support services, counseling and financial aid to enable them to successfully complete their program of study at Le Moyne College. Students also participate in an academic five-week pre-freshman summer program, and is available to New York State residents only. HEOP and its activities are supported, in whole or in part, by the New York

State Education Department. For more information, visit our website at www.lemoyne.edu/HEOP-AHANA.

AHANA Program

The Le Moyne College African-American, Hispanic, Asian, Native American Program (AHANA) is for students who meet the academic criteria and demonstrate college success. This program also provides academic support services, counseling, advising, and is available to both New York state and non-New York state residents. Students will participate in an academic five-week pre-freshman summer program. Financial assistance is based on need as reflected on the student's FAFSA application and Le Moyne College's financial aid form. For more information, visit our website at www.lemoyne.edu/HEOP-AHANA.

CSTEP

The Le Moyne College Collegiate Science and Technology Entry Program (CSTEP) was developed to prepare individuals for professional licensure, or to enter careers in the fields of science, technology, engineering and math (STEM). It provides historically underrepresented and economically challenged students with services and activities to prepare them for entry into CSTEP-targeted professions. Enrichment activities are designed to increase recruitment, retention and placement of eligible students in severe shortage areas. They include individual advisement, a workshop series, mentorship, research opportunities, tutoring, a summer program, career and graduate school preparation, conference, community service and service-learning activities. More information about the CSTEP program can be found online at www.lemoyne.edu/cstep.

International Student Advisement

Le Moyne College provides its F-1 international students support regarding their immigration status. All undergraduate and graduate students who are studying at Le Moyne under the direction of an F-1 student visa receive assistance on issues such as maintaining status, employment, practical training, etc. They are also given the opportunity to attend an international orientation upon their entrance into Le Moyne. This session provides students with valuable information regarding immigration regulations.

Due to immigration guidelines, all F-1 students must complete their immigration registration paperwork during the first two weeks of each semester. In addition, they are required to maintain full-time enrollment and meet all other immigration regulations. For more information, contact the Assistant Director of Global Education at (315) 445-4189.

Pre-Health Advisement

The chair of the Health Professions Advisory Committee (HPAC) serves as the principal advisor for those students and alumni interested in the health professions. Information sessions for prospective applicants to professional schools begin as early as the fall semester of the freshman year. For qualified applicants to most doctoral degree programs in the health professions, members of the committee evaluate undergraduate credentials and formulate official college letters of recommendation. Contact Dr. Beth Pritts, chair of the Health Professions Advisory Committee, for more information at (315) 445-4431 or prittsbb@lemoyne.edu.

Health Professions Advisory Committee

The Health Professions Advisory Committee functions to advise and assist students interested in pursuing careers in the health professions. The committee chair serves as an information source and as the principal advisor for those interested in professional fields such as dentistry, medicine, optometry, podiatry, veterinary medicine and other allied

health care fields. The chair furnishes general information regarding professional school admission requirements and entrance examinations and also conducts informational meetings for prospective applicants to professional schools. For qualified applicants to most doctoral degree programs in the health professions, the members of the committee evaluate undergraduate credentials and formulate official college letters of recommendation. The chair also assists students enrolled in the different affiliation programs between Le Moyne College and health professions schools (refer to Undergraduate Transfer Programs (<http://collegecatalog.lemoyne.edu/arts-sciences/undergraduate-transfer-programs/#programstext>) for descriptions of these programs). Further information regarding the committee and its functions may be obtained from the chair of the committee, Dr. Beth Pritts at (315) 445-4431 or prittsbb@lemoyne.edu.

Pre-Law Advisement

The director of pre-law education serves as the principal advisor for those students and alumni interested in careers in the legal profession. Information sessions for prospective applicants to professional schools begin as early as summer orientation and registration when the director of pre-law education meets with entering students and their parents. The current pre-law advisor is James Snyder, Esq.