

How To Use Academic Support Resources Effectively

Before using any of the resources listed below, go to class regularly. Be sure to read and study your text and lecture notes, and attempt assigned problems. Jot down specific questions and bring them with you when seeking help from any of the resources listed here. By doing so, you will maximize your learning and your time.

Be sure to utilize academic support services in accordance with any professor instructions and in conjunction with lecture and recitation. These services are not a replacement for either of them.

When do I contact my Professors and Teaching Assistants (TAs) for assistance?

Visiting the Professor should be your first stop in seeking help. Visit your Professor or TA during office hours, or make an appointment to see him/her when you have questions about lecture content, homework or other assignments, or if you are feeling lost or overwhelmed.

How can I utilize the services offered by Academic Development?

Our services are designed to help both students who are having academic difficulties and those who just want to improve their performance. Please see the reverse side for a list of supported courses.

ACADEMIC COUNSELING

Academic Counseling helps you improve your study skills strategies. You can request a weekly standing appointment with an Academic Counselor to cover issues such as time management, lecture note-taking, exam preparation, textbook reading, and procrastination issues.

SUPPLEMENTAL INSTRUCTION (SI)

SI sessions allow you to work collaboratively with your peers. SI will give you a better understanding of course content and address the most difficult content in lectures by employing learning strategies and practice problems to further your understanding/application of course concepts.

PEER TUTORING

Peer Tutoring is available in two formats:

- *Walk-in Tutoring:* offered at select campus locations in the afternoons and evenings. Use this service if you have specific homework questions.
- *Standing Tutoring Appointments:* meet regularly every week. Use this service if you've tried all of the other services and still require more assistance.

Note: Students must try SI and Walk-in tutoring for courses that are supported by those services, before requesting a standing tutoring appointment.

EXCEL COLLABORATIVE LEARNING GROUPS

EXCEL Groups are formal study groups that are available for select courses. They offer you the opportunity for extra practice and review with a trained leader in a collaborative learning environment. Groups meet once weekly and are formed on an as-needed basis with multiple groups per course.

Are there Other Campus Resources that I can utilize?

INTERCULTURAL COMMUNICATION CENTER (ICC)

The ICC provides support to help nonnative English speakers (NNES) succeed in their academic programs. www.cmu.edu/icc or call 412.268.4979.

EQUAL OPPORTUNITY SERVICES AND DISABILITY RESOURCES

Disability Resources serves as a link between individuals with disabilities and the campus community. Contact Larry Powell, Manager of Disability Resources: lpowell@andrew.cmu.edu or call 412.268.2013.

CARNEGIE MELLON ADVISING RESOURCE CENTER (CMARC)

CMARC is an advising and information center designed to assist undergraduate students of all majors in their academic and personal development from their first year through graduation. www.cmu.edu/cmARC or call 412.268.2150.

GLOBAL COMMUNICATIONS CENTER (GCC)

The GCC is a new tutoring center that supports all students at any stage of the composing process in their efforts to improve their written, oral, and visual communication skills. www.cmu.edu/gcc or call 412.268.9633.

ADVISORS

Visit your advisor for questions regarding majors/minors, curriculum, course of study and other concerns or difficulties you may be experiencing.





Cyert Hall, Suite B5
Phone: 412-268-6878
www.cmu.edu/acadev

Academic Development is the place to go for help with your academic work. We offer everything from academic counseling in study skills, to peer tutoring, as well as supplemental instruction for select courses. Our services are designed to help both students who are having academic difficulties and those who just want to improve their performance.

Peer Tutoring is offered Sunday-Thursday evenings in the Donner and Mudge Reading Rooms, the West Wing Tech Lounge, and other select locations on campus. Tutoring is also available on select afternoons in Cyert Hall B6-A. Complete schedules will be posted on our website by the end of the second week of classes. We expect to offer tutoring for the following subjects:

- Biochemistry
- Calculus
- Calculus in 3D
- Concepts of Math
- Multivariate A & A
- Chemistry
- Organic Chemistry
- Chinese & Japanese
- Writing
- Genetics
- Chemical Engineering
- Elec. & Computer Engineering
- Mechanical Engineering
- Computer Science
- Economics
- Physics for Engineering and Science Students
- Materials Science & Engineering

A limited number of weekly standing tutoring appointments are available upon request. Just stop by our office and fill out a Tutoring Request Form. We'll do our best to find a tutor for you as quickly as possible.

Walk-in Schedule



Academic Counseling is an assistance program that helps students acquire more effective and efficient study skills. Student Academic Counselors (ACs) conduct group workshops and individual sessions that focus on skills such as:

- Textbook reading
- Time management
- Citing Sources
- Lecture note-taking
- Exam preparation
- Stress and Procrastination

Supplemental Instruction (SI) is an academic enrichment program that is offered in traditionally difficult courses. Sessions are facilitated by trained student SI Leaders and are usually held twice weekly for one hour; additional sessions are held prior to exams.

Designed to supplement – not replace – class lectures and recitations, SI sessions are interactive and collaborative. Students who attend sessions learn to integrate how to learn with what to learn. Attendance at sessions is voluntary.

The courses we expect to support for the **Fall 2013** semester are:

- 03121a Modern Biology (Lanni/Brasier)
- 03330 Genetics
- 09105 Intro to Modern Chemistry I
- 09217 Organic Chemistry I
- 18100 Introduction to ECE
- 33106 Physics I for Engineering
- 42202 Physiology

SI Schedule



EXCEL Groups are also facilitated by trained student leaders and are held once a week for one hour; EXCEL is available for the following courses:

- 03121b Modern Biology (Minden)
- 03231 Biochemistry I
- 06221 Thermodynamics
- 18290 Signals and Systems
- 33107 Physics II for Engineering Students
- 21127 Concepts of Mathematics
- 21259 Calculus in 3D
- 21260 Differential Equations
- 33111 Physics I for Science Students

Requests to join a study group should be made at the AD office.

Visit our website for up-to-date schedules www.cmu.edu/acadev