

# ACADEMIC SUPPORT SERVICES

## The Center for Student Success

The **Center for Student Success (CSS)** provides academic and career counseling for all students. Academic advising for **transfer students** is coordinated in the CSS. The Center administers Monmouth's Early Warning System (MEWS) for several student populations including first year students, athletes, and **undeclared sophomores**. MEWS is utilized to identify students who are experiencing academic difficulty and connects them to their advisors and/or appropriate learning resources across campus. Advising for undeclared sophomores is designed to help with exploration of different majors while taking courses that satisfy degree requirements. Students are required to declare a major no later than the end of sophomore year. Additionally, throughout the year, the CSS offers numerous workshops related to academic, personal, and career topics.

Career Development offers many services and resources in order to assist students with career exploration, career planning, part-time employment, internships, experiential education, and job placement. Students are provided assistance in exploring their career values, interests, and skills.

All students have the opportunity to attend career fairs and meet with many prospective employers who visit the University at the invitation of **Career Development**. In preparation, students are given professional assistance in writing effective résumés and in acquiring interviewing skills to make the fullest possible use of these opportunities. In order to maintain close ties between the University and its students after graduation, Monmouth continues to offer these services to alumni. Job opportunities are available to students and alumni through Handshake (<https://www.monmouth.edu/career-development/student-handshake-account/>), our online job board.

The CSS provides administrative support for the **Experiential Education** requirement. Please refer to the *Experiential Education Requirements* section of this catalog for a complete description of the requirement and the related Web site.

The **Office of Service Learning and Community Service** provides students with information about service learning and volunteer opportunities in nonprofit agencies, schools, and governmental organizations. Through service learning and volunteering, students can explore their personal, career, and intellectual potential while increasing their knowledge of community needs.

## Services for First-Year Students

The Office of First Year Advising in the Center for Student Success is a key resource for first-year students at Monmouth University, offering academic advising and major and career services for all first-year students. First Year Advising offers programming designed to help first-year students experience the challenges, opportunities, and support needed to succeed at Monmouth. Students are encouraged to take part in academic and co-curricular activities that are supported by this office to promote their growth and learning.

### Academic Advising

All first-year students receive comprehensive academic advising from specially trained faculty as part of our First Year Advising Program. Although most students tend to think of advising as simply assistance in registering for courses, the Office of First Year Advising strives to build an

advising relationship that works holistically to help students develop their academic, career, personal, and social interests.

### New Student Orientation

All new first-year students, commuters and residents, are expected to attend New Student Orientation. This structured program includes educational and social activities designed to ease the transition to college life at Monmouth and to give students opportunities to meet and interact with other new students. During orientation, students meet faculty, staff, and students with whom they will interact with during their first year.

Throughout the academic year, many programs are offered to continue the transition process. The SHADOW Program, First-Year Service Project, leadership development opportunities, and social programming are led by the Office of Student Engagement.

### Major and Career Choices

Monmouth University believes that everyone can benefit from career advising, whether it involves help in choosing a major, access to career interest resources, a workshop on resume writing, meeting with faculty across departments, and other related topics. First Year Advising offers students a great deal of support with their major and career choices. Students can assess their career interests in a variety of ways, and we strongly encourage all first-year students to begin this exploration as early as possible.

### Online Community: SOAR

SOAR (Support, Orientation, Advisement, and Registration) is an online community for new students that provides important information relevant to their first year and beyond. SOAR provides critical information about many first-year experiences, including career and major exploration opportunities, help in understanding course requirements for majors, and information for building student schedules.

### Parent Orientation

It stands to reason that parents, guardians, and family members who are informed are better prepared to help their first-year students navigate the challenges ahead. Parents are encouraged to become familiar with transition issues, the nature of how a university works, the federal laws affecting the sharing of student information, and the wide variety of resources, support services, and activities available to students.

The Division of Student Life coordinates Parent and Family Orientation, which is designed to help family members of incoming first-year students learn more about Monmouth University and how to help their students make a successful transition to college life. These programs provide a broad range of information and the opportunity to meet with representatives from various departments across campus. Please visit our Parent and Family website (<https://www.monmouth.edu/parents-and-families/>) for a robust list of resources. Parents and families are encouraged to sign up for the Monmouth Family Connection (<https://www.monmouth.edu/parents-and-families/monmouth-family-connection/>), a free online resource available on any device where you can receive important updates and information.

## Services for Transfer Students

The Office of Transfer Services assists undergraduate students transferring in eighteen or more credits. Initially, Transfer Services connects deposited students with their faculty advisors for course

registration and academic advisement, while acting as a second layer of support for new students.

Transfer Services also helps transfer students transition into Monmouth University. Our online pre-orientation highlights academic and transfer credit policies, career and academic support services, and guides students to complete their preparations before classes begin. New Transfer Student Orientation welcomes students to campus by providing a dynamic venue to explore helpful resources while forming connections with faculty, staff, and student peers.

Lastly, Transfer Services plans workshops, events, and individual appointments to assist current transfer students. Programming focuses on helping students maximize their academic potential, explore career options holistically, and prepare for life after Monmouth.

## Reverse Transfer

Students who transfer to Monmouth University from a New Jersey community college now have the opportunity to complete their associate degree through credits earned at Monmouth. Students can “reverse transfer” credits taken as part of their bachelor’s degree back to their former community college by meeting the criteria below outlined in The Statewide Reverse Transfer Agreement. (<https://catalog.monmouth.edu/undergraduate-catalog/academic-programs-support-services-regulations/academic-support-services/statewidereversetransfer.pdf>)

### Eligibility

In order to participate in the reverse transfer process:

- Students must have met the residency requirement and designated minimum grade point average at the community college prior to enrollment at the four-year institution.
- Students must have applied and been admitted to the four-year institution.
- Following enrollment at the four-year Institution, students must have earned a cumulative total of 66 semester hours between the community college and the four-year institution.
- Students must be current with financial obligations to both the four-year institution and the community college.
- Students must have met all of the graduation requirements of the community college.

### How it Works

Please visit The Office of Transfer Services’ Reverse Transfer website ([https://www.monmouth.edu/transfer-services/?page\\_id=882&preview=true](https://www.monmouth.edu/transfer-services/?page_id=882&preview=true)) for information on how to initiate the reverse transfer process.

## Student Success Services

Student Success Services, including Tutoring and Writing Services and the Math Learning Center, provide personalized academic assistance. Students may be referred by professors, may be required to attend as a result of placement testing, or may come voluntarily.

## Tutoring and Writing Services

Located in the Center for Student Success, **Tutoring and Writing Services** provides free, personalized academic assistance to all students of the University. Students may be referred by faculty members and advisors or come voluntarily.

Undergraduate content-specific tutoring by peer tutors is available in most academic disciplines and students are encouraged to make

appointments at [accudemia.monmouth.edu](http://accudemia.monmouth.edu). Academic coaches offer weekly one-on-one sessions focusing on executive functioning skills such as time management, note taking, test taking, and college level reading strategies. In addition, academic skills workshops on strategies for college success are offered throughout the semesters and are open to all undergraduate students. For more information, please contact **Tutoring Services** at 732-263-5721, by e-mail ([tutoringservices@monmouth.edu](mailto:tutoringservices@monmouth.edu)) or by visiting the Tutoring Services Web site (<http://www.monmouth.edu/tutoring/>).

Peer, professional, and faculty writing assistants are available to help students with all stages of the writing process, across all disciplines, from the initial drafting of the assignment through the final stages of editing and proofreading. Writing Services also offers assistance with grammar and punctuation skills and documentation styles. Students can make an appointment for writing services online (<https://mu.accudemia.net/Private/Main.aspx?Referer=http://www.monmouth.edu>). For more information, please contact **Writing Services** at 732-571-7542, by e-mail ([writingservices@monmouth.edu](mailto:writingservices@monmouth.edu)) or by visiting the Writing Services Web site. (<http://www.monmouth.edu/writing/>)

The **Math Learning Center**, located in Howard Hall room 203, provides students with assistance in all levels of mathematics. Peer tutors are available to help students solve problems and to review concepts. In addition, students may use the Center to do homework assignments or to study for tests while having a student tutor available. For more information, contact the Department of Mathematics at 732-571-4461.

## Disability Services

At Monmouth University we believe a supportive environment contributes to a students’ success. Accommodations are available to qualified students with disabilities through the Department of Disability Services (DDS).

To begin the process of applying for services, students should complete the Confidential Registration Form (<https://www.monmouth.edu/disability-services/current-students-2020/>) located on the DDS website and submit appropriate documentation (<https://www.monmouth.edu/disability-services/documentation-guidelines/>). Please see the DDS webpage for details about documentation requirements. Students should contact the DDS office at [dds@monmouth.edu](mailto:dds@monmouth.edu) and/or (732) 571-3460 with any questions related to eligibility of services.