

## III. STUDENT SUPPORT SERVICES

### THE LEARNING CENTER

#### 1. ACADEMIC SUPPORT

The Learning Center (TLC) works actively with students to support and improve their academic achievement. The Learning Center is located on the first floor of Seton Center (SET 156). Drop in tutoring schedules and athletic study table hours are posted on the TLC MyMount. TLC services include a Math & Science Center; a Writing Center; a Peer Tutoring program; and support and accommodations for students with disabilities. All TLC services are free to enrolled students.

**Math & Science Center:** The Center offers support in any math course through MTH 191 (Calculus), or courses that require a math foundation, as well as 100 level science courses. Individual half-hour appointments for assistance can be scheduled. Please visit MyMount to schedule an appointment or drop in the center to meet with a tutor.

**Writing Center:** Peer Writing Consultants focus on the *process* of writing rather than the product. They provide individual consultation with students at any stage of the writing process. Students can share speeches, cover letters, stories and poems, papers, personal essays, or any other kind of text they might need to produce. Students should plan to be active participants in the writing process. They will receive individualized feedback from the writing consultants. The Writing Center is not an editing and proofreading service, but rather provides the guidance needed to become a more effective writer. Consultations are by appointment. Some will be scheduled as an on-line meeting and others will be face-to-face. Students can schedule an appointment by emailing [learning.center@msj.edu](mailto:learning.center@msj.edu) or completing the Writing Assistance Request Form in MyMount.

**Peer Tutoring Program:** If you are challenged by a course not covered by the Math & Science Center or the Writing Center, the Peer Tutoring Program may be able to help you. Your Peer Tutor will be a fellow student. Generally, the tutor has already taken the course and done well in it. Occasionally, the tutor may be currently enrolled in the course. You and your peer tutor will agree on a regular appointment time, frequency of meeting, and location that is convenient for both of you. Peer tutors are available for most courses.

**Appointment Policy:** If you are unable to keep a scheduled appointment with a tutor or writing consultant, please cancel 24 hours in advance by contacting your tutor or emailing the Learning Center. Any client with two no-shows or appointments canceled without proper notice will need to meet with the Associate Director of the Learning Center before scheduling further sessions that semester.

**To request a Peer Tutor,** log on to MyMount to complete the peer tutor request form (type “Peer Tutor” in the search box to access the form).

**To become a Peer Tutor,** contact the Associate Director of the Learning Center at [learning.center@msj.edu](mailto:learning.center@msj.edu) (513-244-4277). Peer Tutors must have a minimum GPA of 3.5 and be recommended by a faculty member. Peer Tutors are compensated and training is provided. Peer tutoring is an excellent opportunity for students to earn extra money and to deepen their own understanding of course content.

**Academic Support for Students with Disabilities** to learn more, please see *Support to Students with Disabilities*, or go to

[https://mymount.msj.edu/ICS/MSJAcademics/Learning\\_Center/Disability\\_Services.jnz](https://mymount.msj.edu/ICS/MSJAcademics/Learning_Center/Disability_Services.jnz)

This information is part of Mount St. Joseph University's Student Handbook.

## 2. ADDITIONAL TLC SERVICES

**Placement Testing:** The Learning Center proctors computer-based diagnostic and placement tests. Results are used, along with other factors, to place students in appropriate courses.

**CLEP Testing:** To complete a CLEP test at the Mount please call the Career and Experiential Education Center at (513)244-4888 or email [career.center@msj.edu](mailto:career.center@msj.edu) to register for the test, then contact TLC at (513)244-4202 to schedule a time to take the test in our center.

**Make-Up Testing:** Make-up testing is available in The Learning Center, as a courtesy for all academic units. Make-up testing may be done in The Learning Center only with the instructor's permission and if space and coverage allows. Procedures are as follows:

The student must make an appointment to take the test. Appointments can be scheduled with The Learning Center by calling 244-4202. Appointments should be made at least two school days before the requested test date.

The student notifies the instructor of the scheduled test date.

The instructor delivers the test to The Learning Center, either electronically, by campus mail.

TLC staff returns the completed test to the instructor electronically.

**Individualized Instruction and Coaching** - Students can meet with the Associate Director of the Learning Center to discuss time management, learning styles, effective study strategies, and other topics related to academic success. Email [learning.center@msj.edu](mailto:learning.center@msj.edu) to set-up an appointment.