

##### OSSD Shadow Day

Wednesday, October 24th

A panel of Ambassadors answering high school students’ questions.

Join the OSSD for our trip to WCU’s own Mather Planetarium!

Friday, November 9th

##### OSSD Cultural Event Planetarium Trip

### Our Student Resources

Office of Services for Students with Disabilities

# Are you trying to contact us?

Advocate

**Academic Coaching**

Academic coaches will work with a student on academic and life skills that affect their coursework and their academic progress. These skills include self-advocacy, time management, organization, career planning, etc.

**Math and Writing Tutoring**

Tutoring is available to improve the math learning experience through homework help, studying and test prep, as well as improve writing skills through all stages of writing including grammar, mechanics, etc.

**Adaptive Technology**

Audio Books, E-Text, Reading Technology, Dictation Programs, Notetaking Technology, and Alternative Texts

**Proctoring Center**Students who receive testing accommodations should speak to professors regarding testing arrangements. When professors are unable to accommodate students in a classroom, students may use the Proctoring Center

705 South New Street

223 Lawrence Center

West Chester University

West Chester, PA 19380

610-436-2564 (phone)

610-436-2600 (fax)

www.wcupa.edu/viceProvost/ussss/ossd/

#### Save the Dates!

West Chester University

### the

Fall 2018

Become an Ambassador!

Are you finding yourself feeling overwhelmed, and becoming anxious just by the thought of everything you have on your plate? The solution to this could be learning how to properly manage your time, which not only helps with your school work, but also with your life in general.

The first strategy would be to set your foundation by making sure you are dedicating enough time for essentials each day such as: getting proper sleep and time for meals. Once you have that taken care of, you’ll have a strong foundation to get tasks completed.

Next step is to prioritize your time, ensuring you have enough blocks of time dedicated each week to get any homework, studying, projects, etc. completed on time to eliminate any additional stress.

Another step would also be to make sure you are penciling in breaks for yourself. Having set times dedicated to breaks, is a great way to overcome and avoid procrastination.

The last strategy would be to limit distractions. Separating your work space from leisure space is key when it comes to managing your time. If you dedicate time to go somewhere such as the library, or a quiet space where no the amount of distractions is limited, you’ll find it much easier to use that time to work more efficiently.

Are you qualified to become an OSSD Ambassador?

We are looking for highly motivated, personable students to take part in our Ambassador Program. Ambassadors visit local high schools and speak with high school juniors and seniors about the transition from high school to college as well as participate in the OSSD’s Shadow Day on campus during the fall semester.

Shadow Day consists of a panel of Ambassadors answering high school students’ questions as well as a campus tour. Becoming an OSSD Ambassador gives students the opportunity to build leadership skills and add to their resume.

Stop in the OSSD office or contact [CG778826@WCUPA.EDU](mailto:CG778826@WCUPA.EDU) if you’re interested!

# The Importance of Time Management

The Practical Benefits of Mindfulness

What exactly is mindfulness, and how can it benefit you?

Mindfulness is when “the mind is fully attending to what’s happening, to what you’re doing, [and] to the space you’re moving through” (mindful.org). Seems pretty straightforward, doesn’t it? However, putting mindfulness into practice in today’s society can be a pretty daunting task. Our worlds are full of distractions and it can be difficult to take our minds out of the past and future and bring it into the present. However, taking the time to incorporate mindfulness into our lives is worth the effort.

Some of the reasons listed that are particularly applicable to students are these: mindfulness reduces anxiety, can help and prevent depressive symptoms, mindfulness increases cognition by improving focus and sustaining attention, and finally that mindfulness can help distraction reduction. So if you’re feeling overwhelmed, unfocused, or even a little bit low as we move into chillier climes, stop by the OSSD and sign up for Mindfulness Meditation.

**The WCU Counseling Center is a safe place to go if you are experiencing stress, anxiety, depression, or other mental health concerns.**

We offer various therapy groups and short-term individual therapy to address a variety of concerns, as well as psychiatric services. There is no problem too small for the Counseling Center, and our counselors are here to help. Our counselors are frequently spotted around campus providing workshops and support at various events and classroom presentations.

If you are around campus or the Counseling Center, you may also see Muddy Puddles or one of the other therapy dogs that are frequently providing pet therapy services to WCU students.

If you are interested in connecting with a therapist or psychiatrist outside of WCU, our clinical case manager is available to coordinate referrals. If you are interested in seeking services, you can come to the WCU Counseling Center in Suite 241 of the Lawrence Center between 1 and 3 PM Monday – Friday for a brief appointment during which a counselor will meet with you to determine how we can be helpful to you!

For more information and a full listing of our services, please visit us on the WCU Counseling Center webpage.

# Are you familiar with the Counseling Center?

An Easy Fix for Comma Confusion

Knowing when to use a comma in your academic papers (and beyond) can be confusing sometimes. Here’s a quick and easy guide to using commas that will give your paper the push it needs to succeed.

**Independent Idea**: a statement that can stand on its own as a sentence because it has a subject and verb.

**Dependent Idea**: a statement that has a subject and verb, but cannot exist on its own as a sentence.

**Adverb**: an adjective that ends in ‘ly’

Use a comma before a coordinating conjunction (and, but, for, or, nor, so, yet) that connects two independent ideas. Example:

I was walking to class, and I saw Main Hall.

Use a comma after a dependent idea when it starts a sentence. Example:

While I was walking to class, I saw Main Hall.

Use a comma when adding context to the sentence. Example:

While I was walking to class, I saw Main Hall, a building on north campus.

Use commas to separate a list of items. Example:

I need my notebook, a pencil, and the textbook for class.

Use a comma when a single adverb begins a sentence. Example:

Finally, I passed Main Hall. Unfortunately, I was still late to class.

Use a comma to separate two adjectives describing the same noun. Example:

Main Hall is a big, square building on north campus.

Use this handy guide to help write your papers, and don’t let grammar mistakes get in the way of your A! Happy writing!

Tips to Succeed in Math

Many people struggle when it comes to math. Here are some fun tips to help you study for your math classes!

1. Find a location where you will be able to stay focused. If you are easily distracted, try finding somewhere without many people or things.
2. Do your homework, even if it’s optional. The chances that one of those optional homework problems is on a test is higher than you think.
3. Do not wait until the last minute to do homework. Work on it early so that if you have questions you have time to ask before it is due.
4. Go to office hours. Many professors love when students come to office hours to ask questions. b.
5. Form a study group. Study groups make learning math fun and interactive. That way if you get stuck on a problem you can try to talk it out with your group.
6. Go to bed at a decent time every night. You are more likely to lose the information you learn if you do not get a good night’s sleep.
7. Treat yourself! After taking an exam, make sure you celebrate no matter how you did. Do not continue to think about the test because that causes unnecessary stress. All you can do is try your best.
8. Learn from your mistakes. After getting your test back make sure to go through it and look at all of the mistakes you made. Try to understand what you did and how you did it so that you avoid making the same mistake again. If you have any questions, make sure to visit your professor during their office hours.

# Tutor Tips!

# OSSD’s Fall Cultural Event: Nov. 9th!

This semester, the OSSD sent out a survey asking students what cultural event they would be most interested in attending. After having such a great time at the Mather Planetarium last semester, it’s no surprise the Planetarium was ranked as student’s number one choice for the cultural event again this semester! On Friday, November 9th, the live planetarium show, titled *The Red Planet*, will be presented at West Chester’s very own Mather Planetarium, by a PhD astronomer! The OSSD is sponsoring students to attend, and there will be dinner held in the OSSD office beforehand. If you’re interested in attending cultural events the OSSD organizes in the future, have an idea for an event, or have any questions about the Planetarium trip, please contact Olivia Laskaris at [OL805353@wcupa.edu](mailto:OL805353@wcupa.edu).

**SimpleMind** is a mind mapping app for a number of devices. Use this app to help lay out ideas or brainstorm for your next paper! With an almost unlimited page size you can host various maps on one page. Create your own background and theme as you go, even add your own photos. Available for Android and IOS.

## Do you wish you had a better way to plan papers and research?

## Try: SimpleMind

**Pacifica** is an app for stress, anxiety, and depression. This simple app has tools for tracking your mood and mindfulness meditation, using different features like relaxation techniques along with guided self-help tracks set by professionals. Set your progress as you go and have a peer support community. Cognitive Behavioral Therapy is the science behind how Pacifica works. Available for Android and IOS.

## Are you feeling overwhelmed, unhappy, or stressed out?

## Try: Pacifica

**Remember the Milk** is a task based app for your mobile device that will remind you of everything, even to remember the milk! This app links to other devices as well, such as your Smart Watch and Alexa. There is even a Smart Add shortcut for your desktop. Keep documents and photos right alongside with your tasks by connecting your Dropbox and Google Drive accounts. Available for Android and IOS.

# Apps for All Occasions

## Do you find it hard to keep track of all the things you have to do?

## Try: Remember the Milk

# Proctoring Center Fall 2017 Hours

|  |  |  |
| --- | --- | --- |
| **Day** | **Open** | **Close** |
| Monday | 8:00AM | 4:00PM |
| Tuesday | 8:00AM | 2:00PM |
| Wednesday | 8:00AM | 1:30PM |
| Thursday | 8:00AM | 4:00PM |
| Friday | 8:00AM | 4:00PM |

# Tips for Reducing Test Anxiety

# at the Proctoring Center

1. **Submit the Request Form One Week Before the Scheduled Exam**

The process of scheduling an exam takes some time. After the submitting a Student Exam Request Form, your professor must submit a Faculty Form as well. Make sure that you receive a confirmation email with your Exam Appointment, and that it does not create any conflict with your schedule.

1. **Make Sure You Know How Your Test is Being Delivered**

Make sure that you know whether your professor drops off the test at the OSSD/Proctoring Center or you pick it up in advance and bring it to the Center on the day of the exam.

1. **Arrive at the Proctoring Center 15 Minutes Early**

Reduce your anxiety by coming to your exam early! You can spend the extra time reading your notes or set yourself up for the exam. The later you are to your exam, the less time you have to take it. If you’re more than 15 minutes late, you’ll have to take it another day.

1. **Try Not to Get Distracted by Others**

Everyone else is scribbling away? That is fine! Each student gets a different amount of time to complete their exam. It depends on the length of the class or how much time a professor gives the students to complete the test. It’s okay to work at your own pace.

1. **Watch the Clock**

Stay on pace by scoping out the whole test before getting started. Once you see the test, decide how much time you want to spend on each section. If there is time to re-check your answers, even better!

Meet the OSSD Staff!

**Mindfulness Instructors**

Kaitlin McCoale

Caroline Gregory

**Proctoring Coordinator**

Olivia Laskaris

**Proctor**

Liubov Patokina

**CART Captioner**

Susan Durkovic

**Technology Assistant**

Bryan Jones

**Academic Coaches**

Caroline Gregory

Michael Horvath

Amanda Martin

Kaitlin McCoale

Veronica Mattaboni

Olivia Laskaris

Liubov Patokina

**Writing Tutor**Veronica Mattaboni

**Math Tutor**

Julie Stoltzfus

Dr. Martin Patwell

**Director**

610-436-3217

Sharon Watson

**Assistant Director**

610-436-2775

Linda Laskaris

**Administrative Assistant**

610-436-2564

