

# **West Chester University**

# **Academic Success Program**

## **Student Handbook**

## **2022**



The Academic Success Program is pleased to provide this handbook containing important information and answers to Frequently Asked Questions. Familiarize yourself with the complete handbook. If you have any questions, ask a member of the ASP team.

It is your responsibility to read and understand the information provided.

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## Welcome & Introduction

Welcome to the Academic Success Program (ASP)!

We are excited to meet you and begin your college journey with you.

The Summer Session will begin on **Monday evening, July 4, 2022**. Classes begin on **Tuesday, July 5, 2022**, and end on **August 5, 2022**.

Meet the Team:

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## Attendance Policy

**To foster good attendance for all courses and required activities; and to promote the excellent academic performance of all students, the following attendance policy will be in force for the Summer Session and beyond:**

1. As indicated in the Academic Success Program Agreement Form, unexcused absences from classes, tutoring, or required activities are not permitted and will lead to you being dismissed from the program.
2. An excused absence requires advance notice in writing from the student's parents or guardian verifying the reasons why a student must miss class, tutoring, or any required activities. The Director must approve the reason.
3. In the case of an illness, students are expected to go to the Health Center and provide verification of their visit to the Director. Students must communicate with their professors, tutors, and/or other ASP staff in charge of the activity they are missing due to illness.
4. In the event of an unexcused absence:
  - A. The professor, tutor, or other ASP staff in charge will notify the Director immediately after the class or activity to report a student absence.
  - B. In addition to academic performance, any unexcused absence from classes, tutoring, mentoring, or required scheduled activities should be considered a warning and will be taken into consideration when determining continuation into the fall semester. Any student with an unexcused absence will meet with an ASP staff member to ensure understanding of all relevant policies and to assure future compliance. A follow-up email will be sent to the student and may be copied to the student's parents or guardians.
5. A copy of this policy is provided to all ASP faculty, tutors, staff, and appropriate administration, as well as to all students participating in the Summer Session. Students should share this policy with their parents or guardians.

***Attending class and required activities is the easiest part of college life; and it is crucial for good academic performance and personal development. The purpose of this policy is to help students to succeed academically with good habits that hopefully will be continued into the fall semester and throughout the student's academic career.***

## Statement on Community

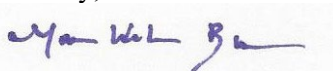
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Dear Students:

The Academic Success Program places a strong emphasis on community. Faculty, staff, and students join to create an environment where individuals can flourish. All of us work together each summer to establish, and to maintain over the following years, a dynamic, creative, and safe community. Throughout your stay at West Chester University, you will be one citizen in the large learning community, the university. To ensure the vitality of that community and to help you prepare to meet the demands of a new and diverse setting here at West Chester University, we ask you to consider and accept the following:

1. The university community offers an opportunity for learning that is unlike any other opportunity.
2. The university draws together students, faculty, and staff from a wide range of backgrounds. Much can be gained from association with individuals who are not “just like me.”
3. In this community, all human beings are valued and deserve equal respect, regardless of their philosophies, sexual orientation, race, ethnicity, or religious background. Hence, discriminatory statements or acts have no place in this community and will not be tolerated.
4. The university culture values freedom of inquiry and respects differences of opinion.
5. There is no place for ridicule in this community.
6. Expertise results from practice. Beginners are not expected to be experts, but they are expected to work toward developing their potential.
7. Residents, on a variety of schedules, use their rooms to read, think, and produce work as well as to sleep and socialize. Noise (whether music, voices, or some other sound) that can be heard outside of your room is too loud. In the spirit of this learning community, you can expect courteous and prompt compliance when you respectfully ask someone to “please keep the noise level down.”
8. Safety is a necessity. Good citizenship and concern for others is the responsibility of each of us in this community. A violation of any University rules or regulations, or any federal, state, or local laws, may result in university judicial action which may jeopardize your successful completion of the summer session and fall admission to the University.
9. The way to settle disputes and problems is by discussion and consultation. Staff is available to help with this sometimes-difficult task.
10. This summer and the following semesters of the program are carefully structured to meet the needs of our students. Much of it has been shaped by the constructive suggestions of students from previous years. As such, we are interested in your observations and recommendations.

Sincerely,



Director (*Interim*), Academic Success Program  
Associate Professor, Interdisciplinary Studies & Academic Support Programs

## **Student Agreement Form**

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As a student seeking a baccalaureate degree, I hereby accept admission to West Chester University through the Academic Success Program and understand that I must successfully complete the summer session for my admission to be continued into the fall semester. I understand that the Program will provide tutoring, academic advising, academic counseling, and mentoring to help develop my academic proficiency, emotional maturity, and personal responsibility. The Program will monitor my academic progress so as to determine the need for possible appropriate intervention, which may include contacting my instructors, counselors, coaches, the Office of Student Conduct, or parents/guardians. I give permission for that contact and for the judicious release of information to the Program by my instructors, counselors, coaches, the Office of Student Conduct, or parents/guardians.

I understand that, based upon my academic records and placement assessment results, I may be required to enroll in specified developmental (pre-college) \* and/or introductory level courses. I shall attend and be on time to all scheduled classes and cooperate with professors in the timely completion of assignments and examinations. I agree to attend scheduled/assigned tutoring, academic counseling, and advising sessions. If I do not comply with Program services and regulations, I understand that I will forfeit my rights to Program services. Furthermore, I understand that if it is the consensus of the Academic Success Program faculty and staff that I am not making adequate effort or academic progress, the Program reserves the right to cancel my fall admission to West Chester University.

I shall read and abide by the University's [Student Code of Conduct](#). I understand that if I violate any University rules or regulations, or any federal, state, or local laws, University judicial action may be taken which may jeopardize my successful completion of the summer session and my fall admission to the University. I also understand that during the Summer Session, I am not allowed to have a car on campus and may only work on the weekends.

I agree to cooperate with the Program's staff both during the Summer Session and the academic year. I shall discuss with the Program staff any problems that might make it difficult to comply with the terms of this Agreement.

*\*Credit for these courses is calculated in the cumulative grade point average, but do not count toward satisfaction of graduation requirements.*

**My signature acknowledges that I have read and understood the above provisions and am fully aware of my responsibility to abide by them.**

Signature \_\_\_\_\_ Date \_\_\_\_\_



## Frequently Asked Questions

1. What courses will I take this summer?

All students will take two courses. The courses in which you will be enrolled will depend on the results of your placement assessments.

2. What is a typical day during the summer session?

All students are in class from 8:30 a.m. to 11:45 a.m., Monday through Friday. The afternoon schedule will vary, depending on individual student schedules for tutoring, mentoring, or other activities. Much of the time in the afternoon may be used at the student's discretion: studying, sleeping, recreation. The evening hours are primarily devoted to studying and preparing assignments for the next day's classes.

3. How will the Academic Success Program help me in the fall semester?

When you return in the fall, you will be returning with approximately 200 friends, many of whom will be in your fall classes. You might also have a professor in the fall that you had during the summer. Furthermore, you will know the campus geography - where to go for what purpose. You will already be familiar with residence hall living - its environment, rules, and staff. You will also be familiar with the staff and services of the Academic Success Program and the ways we can continue to help you. Perhaps the major advantage will be that you will already have completed those courses that you would normally have taken in the fall if you had not come in the summer. In all these ways, you will be ahead of all other first-year students who are starting in the fall. You may even realize other advantages.

4. Can I be dismissed from the Academic Success Program?

Yes, but we expect that virtually 100% of students will continue into the fall; indeed, that has been our history in past summers. However, there are some circumstances in which dismissal is possible: (1) If, in the opinion of the summer faculty and staff, a student is not making academic progress, especially because of lack of effort, that student will have admission in the fall cancelled; (2) Violations of the program's attendance policy for class, tutoring, mentoring, and other required activities; (3) Violation of any University rules or regulations, or any federal, state, or local laws that may result in University judicial action.

5. May I have a job during the summer session?

Students may work on the weekends. Students will not be excused from any aspect of the program for work. Students are still responsible for completing their assignments; working on the weekend is not an excuse for not being prepared for classes during the week ahead. Students often negotiate with their employers to work additional hours before and after the summer session, thus making up for those hours they couldn't work during the weekdays of the summer session.

6. Will I have the same roommate in the fall?

That depends on you. Roommate requests may be made through the Office of Residence Life and Housing Services. Some students prefer random roommate selection for the fall.

7. How are my classes scheduled for the fall?

All West Chester University first-year students have their fall class schedules created for them by their academic advisors. Your fall schedule will be finalized by mid-August.

8. Are there any activities during the summer session?

While your major goal during the summer should be successful academic achievement in your courses, the Program also tries to develop the whole student through a variety of programs and activities. One of the crucial academic survival skills we hope that every student will develop is responsible time management: schedule your time so that you can achieve both academic excellence as well as participation in recreational activities. It shouldn't be either/or; with good time management, it can be both.

9. Is the Academic Success Program over after the summer session?

No - the Academic Success Program continues into the fall semester and beyond! Being admitted to WCU by way of the Academic Success Program is a unique privilege and comes with many benefits. You will always be a member of the ASP family and can utilize our services throughout your undergraduate experience. You will take ASP sections of courses in both your first fall and spring semesters. Your advisor will discuss this with you during the summer program and during your fall advising session for spring. All ASP students will have ASP advisors in their first academic year and until they officially declare a major. ASP staff members also are available to help all program students navigate through university procedures. In summary, the ASP staff is available to all program students as long as they are enrolled at the university.



## Academic Advising



### *What is an Academic Advisor?*

Your Academic Advisor is a faculty member who can guide you through academic decision-making, major and career exploration, and scheduling appropriate classes for your major or intended major.

### *Who is my advisor?*

You have an advisor in the Academic Success Program if you are:

- A first-year ASP student, even if you are already in a major.
- An upper-level ASP student who is an Exploratory Studies major.

### *When should I meet with my advisor?*

Meet with your advisor at least once every semester – schedule an appointment to meet before you register for next semester's classes.

In addition to planning your next semester, you can meet with your advisor to discuss concerns about classes, explore major interests, understand University policies, and identify additional resources for assistance.

## Important Advising Dates to Remember:

### **September – early October**

Schedule your appointment with your advisor to select Spring classes.

**Note:** *Schedule your appointment early in September if you have priority scheduling.*

### **February – early March**

Schedule your appointment with your advisor to select Fall classes.

**Note:** *Schedule your appointment at the end of January if you have priority scheduling.*

## Learning Support

The Academic Success Program (ASP) at West Chester University provides learning support to all students through the services of a full-time Learning Specialist. The ASP Learning Specialist and team foster the academic growth and enrichment of students by promoting learning strategies in and outside of the classroom.

### Summer

All first-year students are expected to meet with the Learning Specialist online during the ASP summer session to complete the following tasks:

1. Jones Academic Skills Assessment (JASA)- Identification of academic strengths and challenges
2. Learning Style Inventory- Identification of dominant learning styles and active study strategies that enhance learning modes
3. Establishment of an individualized academic plan (goal) for the semester

#### *Additional Support Provided During the Summer Session:*

The Learning Support team will also schedule check in meetings with students regarding their summer session experiences and refer them to additional campus resources and learning support to promote overall success at West Chester University.

### Fall & Spring Semesters

1. **Math Empowerment Initiative-** Learning support strategies and assistance to ASP students enrolled in mathematics courses.
2. **ASP Leadership Academy-** The mission of the ASP Leadership Academy is to promote the successful experiences of ACT 101 students through academic readiness, professional readiness, mentoring, community leadership, personal wellness, and access initiatives. The ASP Leadership Academy participants will participate in monthly meetings throughout the fall and spring semesters and complete independent projects throughout the academic year.
3. **Learning Support Re-Assessment & Goal Setting-** Individualized support to students enduring academic challenges.
4. **Campus Connections Services-** Referrals to campus resources that will benefit students

ASP learning support services provide the following benefits for students:

- Identification of Academic Skillset
- Direction and Motivation
- Opportunity for Reflection
- Larger Lens of Academic Success Potential
- Increased Confidence
- Enhanced Autonomy
- Greater Level of Interest and Investment
- Enhanced Connection to Campus Resources

## **Student Success**

### **Being a Successful First Year College Student**

You are now ready to embark upon a new & exciting journey in your life. You will be responsible for navigating your academic career, managing your own time, being knowledgeable of your educational responsibilities, creating study habits, maintaining your personal physical health & emotional wellbeing, managing your personal finances all while getting good grades. You ask how? "BALANCE."

As an ASP student, we are here to help you to create balance in your new role as a first-year college student. Here are some helpful tips to assist you along the way....

1. Become familiar with your academic resources by navigating online and touring the campus.
2. Purchase all required textbooks, access codes and material for all of your classes prior to the start date.
3. Be focused by getting a good night's rest and start your day with a healthy breakfast.
4. Log into your classes on time.
5. Be prepared for class by completing all required assignments and activities.
6. Stay alert in class and participate. Participation is included in your overall grade.
7. Ask questions! Your instructors are here for you and want to see you succeed.
8. Attend all required tutoring sessions, workshops, events and meetings.
9. Follow all required student policies.
10. Develop relationships with your instructors, advisors, peer assistants and other students to help you along the way.

Consistent hard work, focus and balance create a successful student!

Don't be afraid to ask for help. We are here to support your success. In the fall, you will complete a First Year Experience (FYE) course that will also help you as you transition to WCU. Additionally, throughout the academic year there will be continuous academic support offered by ASP and student support services

Enjoy the journey!

## Learning Assistance and Resource Center

The Learning Assistance and Resource Center (LARC) provides tutoring and academic coaching support for undergraduate students at West Chester University.



The LARC mission is to promote independent, active engagement in the learning process.

LARC tutors are trained and certified through the College Reading and Learning Association.

In addition to weekly tutoring and success coaching services, the LARC offers Supplemental Instruction for high-risk courses, Smarthinking online tutoring (available 24/7), and Academic Success Workshops for topics such as time management, test preparation, and more.

*Tutoring for certain ASP courses is required and part of the student's overall grade. In the summer, students will be assigned an afternoon tutoring time for their math or writing course. Students may be required to attend tutoring for their reading and study skills course if referred by the professor. Students will be able to sign up for times that work with their schedule in the Fall or Spring.*

*Tutoring helps students succeed! Final course grades are typically higher when students attend frequent tutoring sessions.*

Contact the Learning Assistance and Resource Center (LARC) here:

224 Lawrence Center

West Chester, PA 19382

Phone: 610-436-2535

Fax: 610-436-2600

Email: [larc@wcupa.edu](mailto:larc@wcupa.edu)

<https://www.wcupa.edu/universityCollege/larc/>

## Useful Resources

### **Academic Calendar:**

Important University dates: <https://www.wcupa.edu/registrar/calendar/>

### **Bill Payment/Questions:**

Contact the Bursar's Office:

25 University Avenue, Suite 50

Phone: **610-436-2552**

[https://www.wcupa.edu/\\_information/AFA/Fiscal/Bursar/default.aspx](https://www.wcupa.edu/_information/AFA/Fiscal/Bursar/default.aspx)

### **Financial Aid Questions:**

Contact the Financial Aid Office:

25 University Avenue, Suite 030

Phone: **610-436-2627**

Email: [Finaid@wcupa.edu](mailto:Finaid@wcupa.edu)

<https://www.wcupa.edu/financialAid/default.aspx>

### **Housing/Residence Life Questions:**

Contact Residence Life & Housing Services:

202 Lawrence Center

Phone: **610-436-3307 or 610-436-3306**

Email: [Housing@wcupa.edu](mailto:Housing@wcupa.edu)

[https://www.wcupa.edu/\\_services/residenceLife/default.aspx](https://www.wcupa.edu/_services/residenceLife/default.aspx)

### **Technology Questions (HELP DESK):**

Contact Information Services & Technology:

Anderson Hall 119

725 S. Church Street

Phone: **610-436-3350**

Email: [helpdesk@wcupa.edu](mailto:helpdesk@wcupa.edu)

<https://www.wcupa.edu/infoServices/helpSupport.aspx>

## ACADEMIC SUCCESS PROGRAM

AT ASP, WE **CARE<sup>2</sup>** FOR OUR STUDENTS BY:

**C**  
**A**  
**R**  
**E<sup>2</sup>**

**Compassion:** Displaying concern for life experiences and how those experiences impact their academic pursuits

**Attention:** Focusing on student academic needs and overall well-being

**Reinforcement:** Collaboratively establishing a plan to support student growth and academic success

**Empowerment:** Encouraging students to be self-directed learners, to think critically and to apply learning in and outside of the classroom

**Empathy:** Demonstrating respect of individual differences through a commitment to diversity and inclusion



### Acknowledgement of Receipt

I, \_\_\_\_\_ acknowledge receipt  
(Legibly Print Full Name)

of this ASP Student Handbook and agree to abide by the rules and regulations expressed herein.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

**WCU**  
WEST CHESTER  
UNIVERSITY