



For Assistance With:	Contact:	For These Services:
ACADEMIC ADVISING – TECHNICAL	Your assigned faculty advisor which can be found on your <a href="#">UDSIS</a> home page.	Curriculum questions; selecting a minor; graduate school questions; job search advice
ACADEMIC ADVISING - GENERAL	Megan Argoe 257 Colburn Lab <a href="mailto:mhargoe@udel.edu">mhargoe@udel.edu</a>	Scheduling adjustments; curriculum questions; difficulty with courses; change of major questions; drop/add questions; general advising
ADDING/DROPPING COURSES AND REGISTRATION	Megan Argoe 257 Colburn Lab <a href="mailto:mhargoe@udel.edu">mhargoe@udel.edu</a>	
ANXIETY OR EMOTIONAL DISTRESS	Student Counseling & Student Development 261 Perkins Student Center (302) 831-2141 <a href="http://sites.udel.edu/counseling/">http://sites.udel.edu/counseling/</a>	Career concerns and major decisions; educational concerns; counseling and psychiatry; substance use/abuse
BILLING	Student Services Building 30 Lovett Ave. (302) 831-2126 <a href="http://www1.udel.edu/finaid/">http://www1.udel.edu/finaid/</a>	Payment of tuition and fees; payment plan; and financial holds on registration
CAREER PLANNING, JOB SEARCH, INTERNSHIPS	Career Services Center 401 Academy Street (302) 831-2392 <a href="http://www1.udel.edu/CSC/">http://www1.udel.edu/CSC/</a>	Career programming and workshops; career advisement and guidance; networking events; employment opportunities; career experience; career resource information
CLUB SPORTS	Delaware Blue Hens Recreation <a href="http://www.bluehens.com/ViewArticle.dbml?DB_OEM_ID=29100&amp;ATCLID=209248744">http://www.bluehens.com/ViewArticle.dbml?DB_OEM_ID=29100&amp;ATCLID=209248744</a>	Sports clubs; intramural; group fitness
COMPUTER QUESTIONS	Information Technologies (302) 831-6000 <a href="http://www1.udel.edu/it/index.html">http://www1.udel.edu/it/index.html</a>	Getting started with computing at UD; connecting your devices to UDeINet; information security; computing purchases; software; email service; Canvas/Sakai; research computing; computing sites; A-Z IT search
COURSE DIFFICULTY	Office of Academic Enrichment 148-150 S. College Ave. <a href="http://ae.udel.edu/">http://ae.udel.edu/</a>	Individual tutoring; drop-in tutoring; group tutoring; supplemental instruction; study skills workshops; one-on-one academic assistance
EMERGENCIES, SAFETY CONCERNS	Public Safety (302) 831-2222 or 911 <a href="http://www1.udel.edu/police/">http://www1.udel.edu/police/</a>	Emergencies; health situations; law enforcement; crime reporting; escort safety services
EVALUATION OF TRANSFER COURSES	Transfer Credit Office (302) 831-2131 <a href="mailto:transfercredit@udel.edu">transfercredit@udel.edu</a> <a href="http://www1.udel.edu/registrar/transfer/transins.html">http://www1.udel.edu/registrar/transfer/transins.html</a>	Transferring courses from other institutions to UD.
FINANCIAL SERVICES	Student Services Building 30 Lovett Ave. (302) 831-2126 <a href="http://www1.udel.edu/finaid/">http://www1.udel.edu/finaid/</a>	Payment of tuition and fees; payment plan; and financial holds on registration

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GPA CALCULATOR	<a href="http://www1.udel.edu/registrar/students/gpa-calc.html">http://www1.udel.edu/registrar/students/gpa-calc.html</a>	To calculate your GPA.
HEALTH CONCERNS	Student Health Center 282 The Green Laurel Hall (302) 831-2226 <a href="http://www1.udel.edu/studenthealth/index.html">http://www1.udel.edu/studenthealth/index.html</a>	Medical clinic; women and men's health; travel health; sports medicine; dispensary; immunizations and allergy clinic; lab and X-Ray; nutrition services; eating disorders; inpatient services
HONORS	Honor Program 186 S. College Ave. (302) 831-1195 <a href="mailto:honorsprogram@udel.edu">honorsprogram@udel.edu</a> <a href="http://sites.udel.edu/honors/">http://sites.udel.edu/honors/</a>	Honors Degree Requirements; general honors awards; honors application and admission; honor societies
INTERNATIONAL STUDENT QUESTIONS	Office of International Students & Scholars 44 Kent Way (302) 831-2115 <a href="http://www1.udel.edu/oiss/">http://www1.udel.edu/oiss/</a>	Travel and visa information; CPT and OPT applications; reduced course load; change of status; tax information; student advising; permanent residency
JOBS ON CAMPUS	Career Services Center 401 Academy Street (302) 831-2392 <a href="http://www1.udel.edu/CSC/">http://www1.udel.edu/CSC/</a>	Resume workshops; career programming and workshops; career advisement and guidance; networking events; employment opportunities; career experience; career resource information
LIVING ON CAMPUS	Residence Life & Housing 310 Haines Street (302) 831-HOME (4663) <a href="mailto:Reslife-housing@udel.edu">Reslife-housing@udel.edu</a> <a href="http://www1.udel.edu/reslife/">http://www1.udel.edu/reslife/</a>	Community living; move in & move out; residence hall regulations; living with a roommate; mail; hosting visitors; student conduct guide; breaks and winter session; key cards/FOBS; building information
PARKING	Parking Services Perkins Student Center (302) 831-1184 <a href="mailto:parking@udel.edu">parking@udel.edu</a> <a href="http://www1.udel.edu/transportation/parking/">http://www1.udel.edu/transportation/parking/</a>	Parking permits; parking citations; parking appeals; campus construction & road closure updates; handicapped parking; pay-to-park; parking map; shuttle bus routes; car rentals
SERVICES FOR STUDENTS WITH DISABILITIES	Office of Disability Support Services 130 Alison Hall (302) 831-4643 <a href="mailto:dssoffice@udel.edu">dssoffice@udel.edu</a> <a href="http://sites.udel.edu/dss/">http://sites.udel.edu/dss/</a>	How to register a disability; testing accommodations; utilizing accommodations; housing accommodations
STUDENT ORGANIZATIONS	Registered Student Organizations <a href="https://studentcentral.udel.edu/">https://studentcentral.udel.edu/</a>	Campus events; starting a new student organization; find a current student organization
STUDY ABROAD	Institute for Global Studies Elliott Hall (302) 831-2852 <a href="http://www1.udel.edu/global/">http://www1.udel.edu/global/</a>	Study abroad location; application; funding (study abroad only); areas of study; academic advising
TRANSCRIPT REQUESTS	Registrar's Office <a href="mailto:registrar@udel.edu">registrar@udel.edu</a> <a href="http://www1.udel.edu/registrar/transcripts/">http://www1.udel.edu/registrar/transcripts/</a>	Official transcript requests.
TUTORING	Office of Academic Enrichment 148-150 S. College Ave. <a href="http://ae.udel.edu/">http://ae.udel.edu/</a>	Individual tutoring; drop-in tutoring; group tutoring; supplemental instruction; study skills workshops; one-on-one academic assistance

## Office of Academic Enrichment (OAE) Resources

The Office of Academic Enrichment (<http://ae.udel.edu/>) has a number of resources available to help those who are struggling, as well as to those who are successful and looking for ways to sharpen their skills.

### TUTORING

- **Individual Tutoring.** Our TutorFind Directory is available in the OAE office and online. Undergraduate tutors are available for \$12/hr; graduate tutors are \$15/hr.
- **Drop-In Tutoring.** Two hours a day, five days a week, drop-in tutoring is available in *math, chemistry and physics*.
- **Group Tutoring.** Free group tutoring in a number of courses is offered each semester. Groups are formed in response to student requests.

### STUDY SKILLS ASSISTANCE

- **OAE Workshop Schedule.** <http://ae.udel.edu/files/2016/08/workshop-schedule-combined-FALL2016-1t8rmd8.pdf>
- **Online Workshops: Your Roadmap to Success** (<http://www.udel.edu/AEC-workshop/>). These workshops are designed to help students identify skill areas they need to improve in, to practice new techniques, and to evaluate their progress.
- **Study Skills Course (UNIV113).** This one-credit pass/fail course includes comprehensive coverage of strategies for successful studying, which are then put to use in a concurrent “target class” of the student’s choice. While the course is aimed at freshmen and sophomores, exceptions can be made for other students when needed. *Seats are limited!*
- **Academic Intake Appointments.** Any student can meet with one of the OAE staff members to assess his/her current study strategies and develop a plan for strengthening those strategies. In particular, students in academic difficulty can benefit from this one-on-one academic counseling. (<http://ae.udel.edu/one-on-one>)

## Test Preparation Checklist<sup>1</sup>

Answer "Yes" only if you **usually** did the things described (as opposed to occasionally or never).

- |                              |                             |  |
|------------------------------|-----------------------------|--|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | 1. Did you make a serious effort to understand the texts and lecture content? (Just hunting for relevant worked-out examples or equations doesn't count.)                  |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | 2. Did you talk about course ideas with classmates or a study group?   |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | 3. Did you attempt to outline every problem solution before reaching out to instructors, teaching assistants, or classmates to discuss ideas?                              |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | 4. Did you participate <i>actively</i> in recitation and/or in your study group? (Contributing ideas, asking questions,...)  |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | 5. Did you consult with instructors or teaching assistants during office hours or by email when you were having trouble with something?                                    |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | 6. Did you ask in recitation, office hours, or before/after class, for explanations of homework problems that weren't clear to you?  |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | 7. Did you attempt to set up lots of problems without looking at previous solutions?   |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | 8. Did you carefully go through the course objectives listed in the textbook chapters and convince yourself that you could do each one? (This may not apply to all books.) |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | 9. Did you go over homework problems, quiz problems, and textbook examples with classmates and quiz one another?   |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | 10. Did you attend all of the recitations and lectures before the test? Did you actively participate in all break-out activities in lecture?                               |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | 11. Did you get a reasonable night's sleep before the test? (If you answer "no" to this question, your responses to the other questions may be irrelevant.)                |

- ✓ If you answered "No" to more than two of these questions, your test grades should not be too surprising.
- ✓ If you still answer "No" after the next test, your grade on that test should be even less surprising.
- ✓ If your answer to most of these questions was "Yes" and you still earned a disappointing score, something else must be going on. We'd be happy to meet with you to see if we can figure out what it is.

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<sup>1</sup> Adapted from R.M. Felder and R. Brent, *Effective Teaching: A Workshop*. ASEE Annual Meeting 2012, San Antonio, TX.