## NEW STUDENT ORIENTATION AND ADVISING GUIDE

### Table of Services and Contacts

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<tr>
<th>For Assistance With:</th>
<th>Contact:</th>
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<tr>
<td>ACADEMIC ADVISING – TECHNICAL</td>
<td>Your assigned faculty advisor which can be found on your UDSIS home page.</td>
<td>Curriculum questions; selecting a minor; graduate school questions; job search advice</td>
</tr>
</tbody>
</table>
| ACADEMIC ADVISING - GENERAL                 | Megan Argoe  
257 Colburn Lab  
mhargoe@udel.edu                                                                                                                                                                   | 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  
mhargoe@udel.edu                                                                                                                                                                   | Career concerns and major decisions; educational concerns; counseling and psychiatry; substance use/abuse |
| ANXIETY OR EMOTIONAL DISTRESS               | Student Counseling & Student Development  
261 Perkins Student Center  
(302) 831-2141  
http://sites.udel.edu/counseling/                                                                                                                                            | Payment of tuition and fees; payment plan; and financial holds on registration |
| BILLING                                     | Student Services Building  
30 Lovett Ave.  
(302) 831-2126  
http://www1.udel.edu/finaid/                                                                                                                                                | Career programming and workshops; career advisement and guidance; networking events; employment opportunities; career experience; career resource information |
| CAREER PLANNING, JOB SEARCH, INTERNSHIPS     | Career Services Center  
401 Academy Street  
(302) 831-2392  
http://www1.udel.edu/CSC/                                                                                                                                                | Sports clubs; intramural; group fitness |
| CLUB SPORTS                                 | Delaware Blue Hens Recreation  
http://www.bluehens.com/ViewArticle.dbml?DB_OEM_ID=29100&ATCLID=209248744                                                                                                  | Getting started with computing at UD; connecting your devices to UDelNet; information security; computing purchases; software; email service; Canvas/Sakai; research computing; computing sites; A-Z IT search |
| COMPUTER QUESTIONS                          | Information Technologies  
(302) 831-6000  
http://www1.udel.edu/it/index.html                                                                                                                                             | Individual tutoring; drop-in tutoring; group tutoring; supplemental instruction; study skills workshops; one-on-one academic assistance |
| COURSE DIFFICULTY                          | Office of Academic Enrichment  
148-150 S. College Ave.  
http://ae.udel.edu/                                                                                                                                                | Emergencies; health situations; law enforcement; crime reporting; escort safety services |
| EMERGENCIES, SAFETY CONCERNS                | Public Safety  
(302) 831-2222 or 911  
http://www1.udel.edu/police/                                                                                                                                                | Transferring courses from other institutions to UD. |
| EVALUATION OF TRANSFER COURSES              | Transfer Credit Office  
(302) 831-2131  
transfercredit@udel.edu  
http://www1.udel.edu/registrar/transfer/transins.html                                                                                                                          | Payment of tuition and fees; payment plan; and financial holds on registration |
| FINANCIAL SERVICES                          | Student Services Building  
30 Lovett Ave.  
(302) 831-2126  
http://www1.udel.edu/finaid/                                                                                                                                               |                                                                                                           |
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<td><strong>GPA CALCULATOR</strong></td>
<td><a href="http://www1.udel.edu/registrar/students/gpa-calc.html">http://www1.udel.edu/registrar/students/gpa-calc.html</a></td>
<td>To calculate your GPA.</td>
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<tr>
<td><strong>HEALTH CONCERNS</strong></td>
<td>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></td>
<td>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</td>
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<tr>
<td><strong>HONORS</strong></td>
<td>Honor Program 186 S. College Ave. (302) 831-1195 <a href="http://sites.udel.edu/honors/">http://sites.udel.edu/honors/</a></td>
<td>Honors Degree Requirements; general honors awards; honors application and admission; honor societies</td>
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<td><strong>INTERNATIONAL STUDENT QUESTIONS</strong></td>
<td>Office of International Students &amp; Scholars 44 Kent Way (302) 831-2115 <a href="http://www1.udel.edu/oiss/">http://www1.udel.edu/oiss/</a></td>
<td>Travel and visa information; CPT and OPT applications; reduced course load; change of status; tax information; student advising; permanent residency</td>
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<td><strong>JOBS ON CAMPUS</strong></td>
<td>Career Services Center 401 Academy Street (302) 831-2392 <a href="http://www1.udel.edu/CSC/">http://www1.udel.edu/CSC/</a></td>
<td>Resume workshops; career programming and workshops; career advisement and guidance; networking events; employment opportunities; career experience; career resource information</td>
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<td><strong>LIVING ON CAMPUS</strong></td>
<td>Residence Life &amp; 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></td>
<td>Community living; move in &amp; move out; residence hall regulations; living with a roommate; mail; hosting visitors; student conduct guide; breaks and winter session; key cards/FOBS; building information</td>
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<td><strong>PARKING</strong></td>
<td>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></td>
<td>Parking permits; parking citations; parking appeals; campus construction &amp; road closure updates; handicapped parking; pay-to-park; parking map; shuttle bus routes; car rentals</td>
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<tr>
<td><strong>SERVICES FOR STUDENTS WITH DISABILITIES</strong></td>
<td>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></td>
<td>How to register a disability; testing accommodations; utilizing accommodations; housing accommodations</td>
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<tr>
<td><strong>STUDENT ORGANIZATIONS</strong></td>
<td>Registered Student Organizations <a href="https://studentcentral.udel.edu/">https://studentcentral.udel.edu/</a></td>
<td>Campus events; starting a new student organization; find a current student organization</td>
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<tr>
<td><strong>STUDY ABROAD</strong></td>
<td>Institute for Global Studies Elliott Hall (302) 831-2852 <a href="http://www1.udel.edu/global/">http://www1.udel.edu/global/</a></td>
<td>Study abroad location; application; funding (study abroad only); areas of study; academic advising</td>
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<tr>
<td><strong>TRANSCRIPT REQUESTS</strong></td>
<td>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></td>
<td>Official transcript requests.</td>
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<td><strong>TUTORING</strong></td>
<td>Office of Academic Enrichment 148-150 S. College Ave. <a href="http://ae.udel.edu/">http://ae.udel.edu/</a></td>
<td>Individual tutoring; drop-in tutoring; group tutoring; supplemental instruction; study skills workshops; one-on-one academic assistance</td>
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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](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/](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](http://ae.udel.edu/one-on-one))
Test Preparation Checklist

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

___ Yes  ___ 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.)

___ Yes  ___ No  2. Did you talk about course ideas with classmates or a study group?

___ Yes  ___ No  3. Did you attempt to outline every problem solution before reaching out to instructors, teaching assistants, or classmates to discuss ideas?

___ Yes  ___ No  4. Did you participate actively in recitation and/or in your study group? (Contributing ideas, asking questions,...)

___ Yes  ___ No  5. Did you consult with instructors or teaching assistants during office hours or by email when you were having trouble with something?

___ Yes  ___ No  6. Did you ask in recitation, office hours, or before/after class, for explanations of homework problems that weren't clear to you?

___ Yes  ___ No  7. Did you attempt to set up lots of problems without looking at previous solutions?

___ Yes  ___ 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.)

___ Yes  ___ No  9. Did you go over homework problems, quiz problems, and textbook examples with classmates and quiz one another?

___ Yes  ___ 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?

___ Yes  ___ 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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1 Adapted from R.M. Felder and R. Brent, Effective Teaching: A Workshop. ASEE Annual Meeting 2012, San Antonio, TX.