

*ASP* Student  
Handbook  
2020



The Academic Success Program is pleased to provide this handbook containing important documents as well as answers to Frequently Asked Questions. You should familiarize yourself with the complete handbook. If you have any questions, please don't hesitate to ask anyone on the ASP staff. It is your responsibility to read and understand the information provided.

**Important:** Please be sure to refer to this Handbook throughout the summer session. You will want it as a handy reference, and various Program staff will often refer to it



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## INTRODUCTION

Welcome to the Academic Success Program (ASP). We are excited to meet you and begin your college journey with you. The summer program will begin on **June 29, 2020** and end on **July 31, 2020**. Let us introduce you to our team:

**John B. Craig, Ed.D.**

Director, Academic Success Program  
Associate Professor, Educational Development  
Journal of Access, Retention and Inclusion in Higher Education, Editor  
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<https://www.wcupa.edu/universityCollege/asp/>

## ATTENDANCE POLICY

***In order to foster good attendance for all courses and required activities; and, in an effort to promote good academic performance for 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. Circumstances for an excused absence are:
  - A. Verification from the Student Health Center that the student was ill enough to be sent home or to the hospital; **OR**
  - B. 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 reason must be approved by the Director to be acceptable as an excused absence.
3. Headaches, upset stomach, sleeping in late, etc., are not valid reasons for an absence. In the case of an illness, students are expected to attend class or the required activity, and then visit their healthcare provider, in the afternoon to seek remedies. However, a professor or the person in charge of the required activity has the prerogative to excuse a student for any of the above problems. In the latter case, the student must first attend the class or activity in order to be excused.
4. In the event of an unexcused absence:
  - A. The professor or person 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 in the summer program. 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



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 basic necessity. We believe that 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,

Dr. John B. Craig  
Director and Associate Professor  
Academic Success Program

# STUDENT AGREEMENT FORM

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 for Judicial Affairs, 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 for Judicial Affairs, or parents/guardians.

I understand that, based upon my academic records and placement test 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 general 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 program, I am not allowed to have a car on campus. I further understand that if I am found to have a car on campus, I will be immediately withdrawn from the summer program and my admission to the university will be cancelled. (Not applicable this summer).**

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 are computed 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 \_\_\_\_\_

Name (please print) \_\_\_\_\_ WCU ID Number \_\_\_\_\_

Please return this form to: Academic Success Program, 231 Lawrence Center, West Chester University, West Chester, PA 19383

**YOU HAVE ALREADY SIGNED THIS AGREEMENT FORM.**

ACADEMIC SUCCESS PROGRAM

THIS COPY IS FOR YOUR RECORDS ONLY.



## STUDENT CODE OF CONDUCT

West Chester University is committed to providing a sound educational environment for intellectual pursuits. In addition, the University is concerned with developing socially responsible citizens, ensuring the welfare and freedom of all members of the University community, and protecting individual rights. The University is thus concerned with the quality of student conduct and has adopted rules and behavioral standards for its students.

Disciplinary action may be imposed when a student engages in behavior **on University property or off University property** that is not consistent with University community standards as defined by the West Chester University Student Code of Conduct. Students at West Chester University are expected to abide by the rules and regulations of the University. The Student Code of Conduct translates those acts, which constitute unacceptable behavior for students and student organizations of the University.

The Student Code of Conduct reflects the University community's concern that students and student organizations maintain high standards. It guarantees due process and protects the individual freedom of the student as well as requiring his or her responsibility for conduct violations. This document shall be applicable to all students and student organizations at West Chester University.

University judicial action may be taken in addition to actions taken by civil or criminal courts. Students may be subject to University judicial action in conjunction with citations or other charges of which the University becomes aware.

Students are expected to read and abide by the University's Student Code of Conduct. For more information, visit the Ram's Eye View Student Code of Conduct Website:

<https://www.wcupa.edu/services/conduct/documents/studentCodeofConduct.pdf>

# FREQUENTLY ASKED QUESTIONS

## Summer Session

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 test. If you place into a developmental math course, one of the courses you take will be developmental math.

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

Due to the COVID – 19 pandemic, all courses, tutoring and activities will be done remotely this summer. 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 the individual student's schedule 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 our summer students will continue into the fall; indeed, that has been our history in past summers. We would not have admitted you to the Academic Success Program if we felt that you were the kind of student we would have to dismiss.

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, in his/her best interest, 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; (4) Having a car or other motorized

## ACADEMIC SUCCESS PROGRAM

vehicle on campus during the summer program; but, as stated above, we do not expect any of these issues to occur.

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

Yes, but students are not excused from the program to attend work hours. Students may maintain a job during the program; however, we do not recommend students work more than 20 hours per week. Students will not be excused from any aspect of the program for work. We recommend students' work hours be during the afternoon/early evening, so as not to conflict with class, tutoring or any other mandatory activities. A word of caution, though, is that 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. Another strategy that students make use of is to 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 week days of the summer session.

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

That depends on you. Many students request the same roommate for the fall. Others might wish to room with someone else whom they met during the summer. Others may wish to room with a high school friend who is not in the summer program. Others, still, are satisfied with having the university assign them another roommate for the fall. Roommate requests may be made through the Office of Residence Life and Housing Services.

### 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. In addition to those already listed on the Academic Success Program calendar, the staff has planned several activities that hopefully will appeal to a wide range of students. Students should participate in these activities as their schedules will allow, although their studies should come first. Participating in these programs is not an excuse for mediocre academic performance in class or on examinations. 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.

## ACADEMIC SUCCESS PROGRAM

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

No! The Academic Success Program definitely 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 perks. ASP does not end with your summer session. You will always be a member of the ASP family and can utilize our services throughout your undergraduate experience. In fall semester, students will take required courses complete with required tutoring and advising services. Additionally, you will be taking a few ASP sections of courses in your first spring semester. Your advisor will discuss this with you during the summer program and during your fall advising session for spring. Other services may be available or required. 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. For your first year, you will be taking ASP sections of courses and will be required to attend academic skills workshops and other activities which are designed to help you reach your fullest potential.

## ACADEMIC SUCCESS PROGRAM

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

- C** **Compassion:** Displaying concern for life experiences and how those experiences impact their academic pursuits
- A** **Attention:** Focusing on student academic needs and overall well-being
- R** **Reinforcement:** Collaboratively establishing a plan to support student growth and academic success
- E** **Empowerment:** Encouraging students to be self-directed learners, to think critically and to apply learning in and outside of the classroom
- E<sup>2</sup>** **Empathy:** Demonstrating respect of individual differences through a commitment to diversity and inclusion



# 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.

## **The ASP Academic Advisors**

Dr. Marie Bunner  
Room 235, Lawrence Center  
610-436-3274  
[mbunner@wcupa.edu](mailto:mbunner@wcupa.edu)  
[go.oncehub.com/MarieBunner](http://go.oncehub.com/MarieBunner)

Dr. John Craig  
Room 232, Lawrence Center  
610-436-3274  
[jcraig@wcupa.edu](mailto:jcraig@wcupa.edu)  
[go.oncehub.com/JohnCraig](http://go.oncehub.com/JohnCraig)

Dr. Tiffany Jones  
Room 236, Lawrence Center  
610-436-3274  
[tjones2@wcupa.edu](mailto:tjones2@wcupa.edu)  
[go.oncehub.com/TiffanyJones](http://go.oncehub.com/TiffanyJones)

## **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.

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

1. Academic Skills Assessment- Identification of academic strengths and needs
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:*

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

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



# 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 navigating online to locate your resources.
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.



istent hard work, focus and balance create a  
essful student!

will complete a First Year Experience (FYE) course that  
also help you as you transition to college. Additionally,  
ughout the academic year there will be workshops to  
ide you with continuous academic support.

y 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.

Eligible candidates may apply for a tutoring position with the department.

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 INFORMATION

### **Academic Calendar:**

The ASP summer program runs from Mon., June 29, 2020 through Friday, July 31, 2020. You can find other important University dates here:

<https://www.wcupa.edu/registrar/calendar/>

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

Contact the Bursar's Office at:

25 University Avenue, Suite 50  
West Chester, PA 19383  
Phone: **610-436-2552**  
Fax: 610-436-3049

<https://www.wcupa.edu/information/AFA/Fiscal/Bursar/>

Useful information for parents/guardians:

<https://www.wcupa.edu/information/AFA/Fiscal/Bursar/parentsInformation.aspx>

### **Financial Aid Questions:**

Contact the Financial Aid Office at:

25 University Avenue, Suite 030  
West Chester, PA 19383  
Phone: **610-436-2627**  
Fax: 610-436-2574  
Email: **Finaid@wcupa.edu**

[https://www.wcupa.edu/services/fin\\_aid/](https://www.wcupa.edu/services/fin_aid/)

### **Housing/Res Life Questions:**

Contact Res Life Office at:

202 Lawrence Center  
West Chester, PA 19383  
Phone: **610-436-3307 or 610-436-3306**  
Email: **Housing@wcupa.edu**

<https://www.wcupa.edu/services/residenceLife/welcome.aspx>

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

Contact Information Services & Technology at:

Anderson Hall 119  
725 S. Church Street  
West Chester, PA 19383  
Phone: **610-436-3350**

Email: **helpdesk@wcupa.edu**

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

Mobile Device Configuration:

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

# ACKNOWLEDGMENT OF RECEIPT

## ACKNOWLEDGMENT OF RECEIPT

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

of this handbook and agree to abide by the rules and regulations expressed herein.

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