

# ACADEMIC RESOURCES

## Academic Center for Excellence (ACE)

The Academic Center for Excellence (ACE) provides peer tutoring appointments that help undergraduates at all skill levels achieve academic success. Subject tutors review content and provide specific study strategies for courses in many disciplines. Writing consultants help any undergraduate student with every phase of the writing process from brainstorming to revision. Peer academic coaches help students reach academic goals by supporting students with time-management, note-taking, and studying strategies. Appointments are available to students in a variety of modalities including face-to-face and synchronous virtual appointments. Asynchronous appointments are available in the Writing Center.

Faculty often work with ACE to embed subject tutors or writing consultants in classes or to facilitate co-curricular support for a course. Tutors and consultants that support courses focus on collaboration, group study and interaction among students and may lead regularly scheduled study sessions focused on course content or writing.

For more information about ACE services, including hours of operation, please visit the website (<https://salve.edu/academic-center-excellence/>).

## Center for Advising, Career, and Life Design

Salve Regina University has a holistic approach to students learning to navigate university systems and career transitions throughout their lifetime. Our Center for Advising, Career, and Life Design is an integral partner in the Salve Compass. Design thinking provides the foundational framework for students as they enter our integrated and supportive community. We recognize the cohesion between academic advising and career development, so that work has a central hub on our campus.

All students at Salve will initially work with a full-time professional Compass Advisor. Compass Advisors advise all first year students, transfer students, and exploratory students. These professional advisors teach the First Year Studio course, introducing students to the Life Design framework and engagement opportunities at Salve. Faculty advisors serve as mentors to students in their area of expertise and work with students in subsequent years on course selection as they progress through their major.

**First Year Students:** Your Compass Advisor will be your main resource for navigating the academic experience at Salve, learning how to use university resources, and help you select courses that align with your academic, professional, and personal goals.

**Exploratory Students:** At Salve, we recognize the power in taking some time to explore options for an academic major within your first two years. This option can be appealing for students who have several interests to explore, students who recently had an experience that opened them to a brand new field of study they might want to explore a bit more, and students who simply want more time to determine a particular academic major pathway. Most students at Salve will declare a major by the end of the Sophomore Year. Students who choose to major in Education or certain 3+ Programs should declare by March of their first year. Since students majoring in Nursing need to be accepted as part of the admissions process, advisors can work with Exploratory Students on alternate pathways if that is an interest. Once a student is ready to

declare their major, the student will be assigned to a new faculty advisor from that department. The Center for Advising, Career, and Life Design is home to the Exploratory Program.

**Transfer Students:** We are excited to welcome students each term who have found a new academic home at Salve. Compass Advisors will work with you as you make your first semester course selections and help you connect to campus resources. You will work with a faculty advisor in your major department once you arrive on campus. Your First Year Studio will be taught by a Compass Advisor.

Sophomore Studio is also taught by the Center for Advising, Career, and Life Design team, led by our Career Coaches. You will take this weekend conference-style course early in either your Fall or Spring Semester of Sophomore year, gaining a foundation across all areas of career development. This is also a unique opportunity to engage with alumni and employer partners. All students are welcome to work individually with Career Coaches throughout their time at Salve as every student career journey is unique.

Pre-Health Advising is led by Dr. Kimberly Curesky

Pre-Law Advising is led by Margaret Steele

International Student Advising is led by The Center for Global Education and Fellowships

5th Year and Accelerated Program Advising will be supplemented by individual Academic Departments

## Student Accessibility Services

Student Accessibility Services (SAS) provides support services and reasonable accommodations to students with documented disabilities in order to provide equal access to all Salve Regina University programs and services. The office also helps students develop self-awareness and self-advocacy skills, and provides them with local and state information and resources as needed. Specific accommodations are based on the nature of a student's disability as determined by the documentation provided along with an intake interview. Accommodations may include, but are not limited to, extended time for exams, note-taking assistance, e-print and/or audio texts, FM transmitters, service animals, accessible housing and/or classroom locations, assistive technology, assistance with course registrations or other accommodations.

If you have a disability that entitles you to instructional or other accommodations, you must register with Student Accessibility Services (SAS) and arrange to provide them with documentation of your disability. The SAS office is located at McKillop Library Room 119 and is open Monday – Friday 8:00am – 4:00pm EST. SAS can be reached by phone (401-341-3150) or via email ([accessibilityservices@salve.edu](mailto:accessibilityservices@salve.edu)). Student Accessibility Services will provide you with letters of accommodation for your professors as appropriate. You should arrange to speak with the professor as soon as possible (ideally within the first few weeks of class) to discuss arrangements for implementing your accommodations.

For more information, please see Student Accessibility Services (<https://salve.edu/disability-services/>).

## Center for Global Education and Fellowships

In support of the Mission of Salve Regina University the Center for Global Education and Fellowships actively promotes international and inter-

cultural understanding and enriches the curricular and co-curricular environment by facilitating the exchange of people and ideas and assisting in the development of the skills and attitudes necessary for our graduates to function as global citizens. Our team is responsible for study abroad and exchange programs, international student services, as well as a range of related on campus programming supporting campus internationalization and global awareness. For more information, go to <https://salve.edu/center-for-global-education-and-fellowships> (<https://salve.edu/center-for-global-education-and-fellowships/>).

## International Student Services

The Center for Global Education & Fellowships assists newly accepted students with all pre-arrival and pre-enrollment steps including travel documentation. The Office hosts a mandatory week-long international student orientation. In addition, a dedicated team supports enrolled international students throughout their degree program or exchange stay with federal and state regulations affecting international students (immigration, taxes) as well as offering academic, cultural and personal support and programming to meet the specific needs of international students. Each international student will be assigned an academic advisor from the Center for Global Education & Fellowships to assist them in the selection of academic courses. This advisor will be a supplemental advisor to their faculty major advisor.

## English for Academic Purposes

English for Academic Purposes (EAP) courses offered by the Center for Global Education & Fellowships are for students who are non-native speakers of English and are taken during their first two semesters. The courses are designed to develop their academic English skills and to help them gain a clear understanding of American academic culture to succeed in college. Students take two EAP courses each semester in conjunction with two to three other credit-bearing undergraduate courses. All EAP courses earn three credits and either fulfill the University's foreign language requirement or qualify as elective credit for EAP students.

## Administrative and Academic Facilities

The Offices of Academic Affairs and the Dean of Undergraduate Studies are located in McAuley Hall. The Offices of the Registrar, Financial Aid and Business Accounts are located in Ochre Court. The Center for Global Education & Fellowships is located in Drexel Hall. Career Development is located in Stonor Hall. The Academic Center for Excellence, Disability Services and the Writing Center are located in McKillop Library. The Offices of Residential Life, Multicultural Programs, Center for Student Development and the Dean of Students are located in Miley Hall. Classrooms, laboratory facilities, and faculty offices are located across nine buildings: O'Hare Academic Center, Angelus Hall, Marian Hall, McAuley Hall, McKillop Library, and Gerety Hall on Ochre Point Avenue; Antone Academic Center on Lawrence Avenue; the Young Building (which also houses the Pell Center for International Relations and Public Policy) on Ruggles Avenue; Miley Hall on Webster Street.

## The Library

McKillop Library supports the teaching and research mission of Salve Regina through its information literacy instruction program and through the development of high-quality library collections. Library facilities provide the Salve Regina community with comfortable, technologically rich spaces to study, collaborate, and relax. The library is a lively learning space, fostering civic and scholarly discussion by hosting dozens of events and displays each year.

McKillop Library is open at least 103 hours a week and for extended hours during the last two weeks of the semester. The building's first floor includes the library's borrowing and information desk and spaces for individual and collaborative work, The Allen Family Learning Commons, which houses the Center for Advising, Career and Life Design, the Academic Center for Excellence including the peer subject tutors and writing center, and the Office of Disability Services and Access, as well as the McKillop Library Café with Starbucks drinks, snacks, and meals.

The library's second floor hosts the Janet L. Robinson Curriculum Resource Center for education research, the makerspace, two collaborative classroom spaces, a group study room, and open spaces for study. Students seeking quiet study space can visit the library's third floor, which is a silent study area and has carrels for independent work. Public computers are available throughout the library, providing access to licensed software and information resources. The Salve Regina community can make online reservations for 3 study rooms. Printers throughout the library's three floors provide black and white and color printing, scanning, and copying, including wireless printing through student laptops. The library also provides technology available for checkout such as a record turntable and sewing machines.

Our diverse collections include over 135,000 printed volumes, 6,000 DVDs, 100,000 streaming films, and 735,000 e-book titles. We provide 24-hour online access to over 85 online databases with links to 79,000 full-text journals through the library's website at <http://library.salve.edu>.

Librarians staff our information desk Sunday through Friday. The Salve Regina community can ask questions via our chat/text reference service, phone, video conference, or in person, and can schedule personal tours or in-depth consultations with a subject specialist. Librarians provide research instruction to more than 150 classes each year, working with faculty to teach Salve Regina students the skills and concepts they need to find and think critically about information and prepare them to learn throughout their lives.

The library also houses the University Archives and Special Collections, documenting the history and heritage of the institution through preservation of administrative and departmental records and materials related to the student experience at the university. The Special Collections include rare books, periodicals, pamphlets, ephemera, and manuscripts, including a focus on faculty publications, material related to Newport and our Gilded Age mansions, and the Religious Sisters of Mercy, our founding order. A growing collection of digital scholarship is dedicated to preserving and promoting the work of faculty and students in our digital repository.

## Technology Services Center - Computer Classrooms, Computer Labs, Student IDs

Technology Services Center (TSC) of the Office of Information Technology (IT) provides technology support for classrooms, lecture halls, huddle spaces throughout campus, and issues student IDs from our office in the McKillop Library, Room 002.

New student IDs are printed in the University Card Office in McKillop 002. Replacement IDs are printed upon request M-F, 8:30 a.m. - 4:30 p.m. There is a fee for replacing lost University IDs.

Computer labs are located in the Antone Academic Center and O'Hare Academic Building. We provide access and support to both PC and Mac computers, printing, scanning, multimedia services, media services and classroom technology.

In the Antone Academic Center, we provide support for two Mac labs and a Mac digital photo lab. In O'Hare, a Digital Forensics Lab (DF) is located in Room 261. The DF lab is accessed by ID card for specific academic programs.

For immediate assistance in any lab or technology classroom, call the TSC at (401) 341-7777.

Patrons are required to have a valid Salve Regina ID card, to follow a code of ethics for computing, and to log in with their University-issued network ID.

Professional staff and student assistants provide help during all Technology Service Center operating hours. Software assistance is available for Microsoft Office and other applications. Current hardware and software configurations allow patrons to investigate and learn in many areas of technology.

Schedules indicating availability are posted outside of each computer lab. Computer labs are used for formal teaching, supporting curricula, workshops and individual learning assignments. The utmost attention is paid to making the labs and their resources available for student needs. Questions may be addressed to the staff in TSC, McKillop Library, Room 002, by calling (401) 341-7777, or email [tsc@salve.edu](mailto:tsc@salve.edu).

## Media Services

The Media Services area of Information Technologies provides students, faculty and staff with assistance as it relates to the equipment loans and services of hardware (laptops, iPads, etc.) and related recording and editing. These services include but are not limited to:

1. Hardware distribution (sound systems, projectors, laptops, screens, cameras, etc.)
2. Video filming
3. Editing videos

**Editing Policy:** Media Services will assist any student, faculty, or staff member wishing to edit. Requestors are expected to follow the University policy on copyrighted materials.

**Duplicating Policy:** Media Services will not knowingly duplicate any copyrighted material unless written permission from the copyright holder, or authorized representative, is obtained and submitted to MS along with the material to be copied. This includes duplicating videos, audio recordings, etc.

Media Services loans out equipment to students, faculty and staff. A valid Salve Regina University identification card must be shown for loans. All equipment will be available for instructional purposes and University business. Media Services sets up equipment within the University for student presentations, lectures, meetings, conferences, and workshops. Forty-eight-hours notice is required before setups depending on available equipment. A week's notice is required for videotaping lectures or student presentations. Please make an appointment for editing.

Media Services can be reached at (401) 341-2221. We are located in the Garden Level of the McKillop Library, room 008. Our office hours are Monday - Friday 8:00 a.m. - 4:30 p.m., Saturday 10:00 a.m. - 5:00 p.m., and Sunday 2:00 p.m. - 8:00 p.m.

## Information Technology Policy

Salve Regina University's Information Technology Policy is available online ([https://salve.edu/sites/default/files/filesfield/documents/Information\\_Technology\\_Policy.pdf](https://salve.edu/sites/default/files/filesfield/documents/Information_Technology_Policy.pdf)).