

# ACADEMIC SERVICES

## Academic Advising & Support

### Advising

The Office of Academic Advising & Support is the primary academic resource on campus to empower students to make informed academic and life decisions. Staff assist students with general academic program information (including the core curriculum), registration and schedule adjustment information, leadership opportunities, and problem solving for general academic difficulties. All undeclared students receive academic advising with staff in Academic Advising & Support. For more information, please go to: [mcla.edu/advising \(https://www.mcla.edu/student-services/academic-advising-and-support/academic-advising/\)](https://www.mcla.edu/student-services/academic-advising-and-support/academic-advising/).

### ACADEMIC SUPPORT

The Office is also committed to offering students various academic resources to support students' goals. From first year to graduate students, all are encouraged to seek assistance in improving their academic skills. Academic Advising & Support coordinates the following:

- **Small group tutorials** led by qualified peers are available in many classes. Requests are submitted during the first eight weeks of a semester. If a student, after consultation with their instructor, continues to have difficulty in a course, it is appropriate to request a tutorial. Students can request a tutor online through Self-Service Banner.
- **Study Skills Workshops** are offered throughout the semester and include time management and organizational strategies.
- **Academic Skills Center** boosts excellent study skill resources as well as 1:1 consultation by appointment with academic support staff.

For additional information, please see: <https://www.mcla.edu/student-services/academic-advising-and-support/academic-support/index.php> (<https://www.mcla.edu/student-services/academic-advising-and-support/academic-support/>)

### SUCCESS COACHING

Applying a holistic approach, success coaching helps committed MCLA students develop skills, behaviors and habits that contribute to student success in college. These areas include college, career and life readiness skills such as: academic and career goal setting, learning strategies, time management, organization, self-regulation and self-efficacy. The Success Coaching program is designed to promote a positive and successful learning experience for MCLA students. For further information about Success Coaching, please call 413-662-5585.

### UNDECLARED Advising

The Undeclared Program is designed to support students who have not declared a major. The program engages students with a variety of experiences designed to encourage informed decisions when choosing a major. These include working with academic advisors and exploring academic and career services. For additional information, please see: <https://www.mcla.edu/student-services/academic-advising-and-support/academic-advising/undeclared-at-mcla.php>

MCLA students must declare a major program of study by the time they have earned 60 credits. Transfer students entering MCLA with 60 or more credits must declare a major after the completion of their second semester at MCLA. Students have the responsibility of completing all requirements for their chosen major regardless of when the major is

declared. Students already in a major may become Undeclared if they wish to explore other majors.

## Disability Resources

### Disability Resources

Disability resources works with students individually to determine accommodations that are appropriate and reasonable. If a student qualifies for disability services, an individualized accommodation plan is developed to address documented needs and facilitate equal access. Our philosophy and programs assist eligible students in fostering independence in college to the fullest extent possible, embracing self-advocacy and developing skills to transition and succeed in their careers. For further information or to inquire about accommodations, please call 413-662-5314 or visit the website at [mcla.edu/student-services/disability-resources \(https://www.mcla.edu/student-services/disability-resources/\)](https://www.mcla.edu/student-services/disability-resources/).

## TRIO

### TRIO

The TRIO Student Support Services Program (SSS) at MCLA empowers first-generation, low-income, and students with disabilities to explore and engage with their educational, professional, and personal goals. SSS offers comprehensive academic and personal support designed to assist with retention, academic success, and persistence to graduate. Please visit <https://www.mcla.edu/student-services/trio/index.php> (<https://www.mcla.edu/student-services/trio/>) for more information on the program eligibility and the application process. You can find us located in rooms 105A, 105B, and 103 of Mark Hopkins. For any questions, please email [triosss@mcla.edu](mailto:triosss@mcla.edu) or [Barbara.Baker@mcla.edu](mailto:Barbara.Baker@mcla.edu).

## Student Support Centers

### THE WRITING STUDIO

The Writing Studio is a space where writers collaborate and create. Trained peer Writing Associates will collaborate with writers at any stage of the writing process: from understanding assignments and brainstorming ideas to planning, revising and polishing final drafts. Students, faculty and staff can sign up for a one-hour in-person or online writing appointment at [mcla.edu/writingstudio \(https://www.mcla.edu/student-services/academic-advising-and-support/academic-support/writing-studio/\)](https://www.mcla.edu/student-services/academic-advising-and-support/academic-support/writing-studio/).

### THE MATH HELP DROP-IN CENTER

The Math Help Drop-In Center is a friendly, judgment-free place where any MCLA student (and even faculty/staff!) can get help with any math question from any course, by trained peer tutors who will help you build your skills and confidence in math, no matter where you're starting from. No appointment needed - come by Room 101 in the Feigenbaum Center for Science and Innovation, and make sure you check out our website for helpful tips and our current hours of operation: [mcla.edu/mathcenter \(https://www.mcla.edu/student-services/academic-advising-and-support/academic-support/math-drop-in/\)](https://www.mcla.edu/student-services/academic-advising-and-support/academic-support/math-drop-in/).

## Career Services

### CAREER SERVICES

Career Services provides students and alumni with the necessary professional development tools and skills to prepare for any post-undergraduate transition. The Office of Career Services assists with the decision-making process in the areas of career exploration and discovery, graduate school preparation, and job searching. Career Services also facilitates the development of significant connections between students/alumni and employers. Through partnering with

the academic departments, Career Services strongly encourages and promotes the value of internships as a demonstrable way for students to prepare for future employment opportunities. By working closely with the Office of Institutional Advancement and Alumni Relations, Career Services introduces current students to alumni who are able to share their professional experiences. These networking opportunities offer valuable insight into various career paths and industries. For more information, please go to: [mcla.edu/career-services](https://www.mcla.edu/career-services) (<https://www.mcla.edu/student-services/career-services/>).