The Academic Coaching and Career Enhancement for Student Success (ACCESS) program at Florida Atlantic University aspires to establish a partnership with students that will enrich their educational experience and empower them to develop meaningful educational, career, and life goals.

**My Academic Coach/Advisor:**

**Academic Coach/Advisor:** _____________  
**e-mail:** __________________

**Phone:** __________________  
**Office location:** __________________

**My appointments occur on:** _________________  
**at________am/pm**

**ACCESS Support Team**

Academic Coach/Advisor: Brooke Trauth, btrauth2012@fau.edu, 561.297.4623  
Academic Coach/Advisor: Jasmine Briggs, briggsj@fau.edu, 561.297.4756  
Academic Coach/Advisor: Jordan Knittel, jknittel@fau.edu 561-297-4737  
Academic Coach/Advisor: Roy Kaplan, kaplanr@fau.edu 561-297-6845  
Academic Coach/Advisor: Jennifer Coisson, jcoisson2012@fau.edu 561-297-4736  
Academic Coach/Advisor: Abdula Newman, anewman@fau.edu, 561.297.2016  
Academic Coach/Advisor: Angel Nevin, anevin@fau.edu, 561-297.3962  
Director: Dr. Jess E. Tuck, jtuck@fau.edu, 561.297.2072  
General Program Questions, concerns or comments: access@fau.edu
Responsibilities/Expectations

Participants

- Be an active learner by fully participating in the ACCESS experience
- Be willing to clarify personal goals and values
- Become aware of and follow Institutional policies, procedures, and requirements
- Attend and participate in class, study, track your progress in all current classes and take responsibility for all grades received
- Follow through with appropriate suggestions after an ACCESS meeting
- Come to each advising appointment on-time, prepared with questions and material for discussion
- Read all emails from ACCESS Advisors and respond in a timely manner
- Be mindful of the need to work with advisors during posted office hours
- Be aware of your student rights and your ability to use your voice
  - Take the initiative to make other arrangements when necessary
  - Ask questions for clarification
  - Request reassignment to a different ACCESS Advisor if necessary

Academic Coaches/Advisors

- Help develop a realistic educational plan consistent with abilities and interests
- Assist by interpreting/explaining instructional policies, procedures, and requirements
- Make proper referrals when necessary (i.e. Counseling, Today and Beyond Wellness, Major-Specific Advisors, etc.)
- Provide information about and strategies for utilizing the available resources and services on campus
- Assist in understanding the purposes and goals of higher education and its effects on your life and personal plans
- Explain and clarify the function of the individual foundation program, major field of study and elective courses.
- Be accessible through scheduled appointments, office hours, telephone calls, and emails
- Participate in Advisor training sessions to keep up to date on current information that benefits students
- Comply with the Federal Education Rights and Privacy Act and other university regulations or “Maintain confidentiality regarding your educational record”
- Guide participants towards satisfactory academic progress.
<table>
<thead>
<tr>
<th>Week(s)</th>
<th>Topic</th>
<th>Due</th>
<th>Takeaways</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 &amp; 2</td>
<td><strong>Start Strong</strong></td>
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<td><strong>Syllabi Worksheet Note:</strong></td>
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<td><em>Last day of ADD/Drop:</em></td>
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<td>✓ August 21&lt;sup&gt;st&lt;/sup&gt; before 5PM</td>
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<td><em>Withdraw from classes without receiving a ‘W’:</em></td>
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<td>✓ August 23-29&lt;sup&gt;th&lt;/sup&gt;</td>
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<td><em>Tuition due:</em></td>
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<td></td>
<td></td>
<td>✓ August 24&lt;sup&gt;th&lt;/sup&gt;, 11PM online</td>
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<tr>
<td>3, 4, &amp; 5</td>
<td><strong>Time Management, Study Skills, &amp; Test Taking Skills</strong></td>
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<td><strong>Note:</strong></td>
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<td><em>Last day to withdraw with a 25% refund:</em></td>
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<td>✓ September 14&lt;sup&gt;th&lt;/sup&gt;</td>
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<td>6</td>
<td><strong>Career Development</strong></td>
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<td><strong>Choose one of the following:</strong></td>
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<td>✓ Oct 7&lt;sup&gt;th&lt;/sup&gt; at 12PM</td>
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<td>✓ Oct 8&lt;sup&gt;th&lt;/sup&gt; at 12PM</td>
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<td>✓ Oct 9&lt;sup&gt;th&lt;/sup&gt; at 12PM</td>
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<tr>
<td>7 &amp; 8</td>
<td><strong>Mid-Semester Reality Check</strong></td>
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<td><strong>Note:</strong></td>
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<td><em>Last day to withdraw without receiving an ‘F’:</em></td>
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<td>✓ November 13&lt;sup&gt;th&lt;/sup&gt; before 5PM</td>
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<tr>
<td>9 &amp; 10</td>
<td><strong>Peeking Into Next Semester</strong></td>
<td></td>
<td><strong>Preparation for your transition advising meeting next session.</strong></td>
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</tbody>
</table>
| 11 & 12 | **New Advising Eyes, Meeting a Different Advisor** | - Bring all previously due documents  
- Be prepared to share calendar  
- Current grades  
- Tutoring materials/feedback | **New perspective on:**  
- Current standing,  
- Transcript  
- Your rights  
- Academic direction  
*Other documents or follow-up as designated by alternate advisor.* |
| 13 & 14 | **Preparing for Finals/Review last week's meeting** | - Any new ideas concerning major choice  
- A wish-list of classes for next semester  
- Know your day to register  
- Prepare for potential holds | Print out of study sessions, days/times, increased tutoring, etc. |
| 15 & 16 | **The Finish Line** | - Tentative (or actual) schedule for next semester  
- Bring your study plans, review session plans, etc.  
- Provide what assignments are due. | **Note:**  
- Up Owl Night - December 2, 2015 (plan on attending)  
- Final exams begin December 3rd  
- Final exams conclude December 9th  
- All grades will be posted by December 14th |
| Post semester | **Continued Support** | - Although meetings are no longer mandatory, the ACCESS team is still here for you.  
- Discussing final grades is a great choice to make. | - Email or call to schedule an appointment, as your Advisor's schedule has changed.  
- Walk-ins are also an option. |
Resources

ACCESS Direct Partners
*Please self-disclose as being a part of our program for ACCESS benefits*

Center for Learning And Student Success
www.fau.edu/class 561-297-0906
General Classroom South (GS), Room 223
Fun fact: This office is responsible for “Up Owl Night” and also provides FREE SI and tutoring!

University Center for Excellence in Writing
www.fau.edu/ucew 561-297-3498
General Classroom South (GS), Room 215
Fun Fact: This office offers consultations over Skype in addition to assistance with resumes and other non-class related writing that you may have.

Career Development Office
www.fau.edu/cdc 561-297-3533
Student Support Services Building (SU), Room 220
The Career Development Center (CDC) hosts the Career Fair, the Carnival of Majors, and a luau in addition to assisting with resumes, choosing a major, job assistance, and co-ops or internships.

Additional Resources

Math Learning Center
http://www.math.fau.edu/MLC/index.php

Office of Student Financial Aid
http://www.fau.edu/finaid/  561-297-3530

Office of Multicultural Affairs
www.fau.edu/oma 561-297-3959
This office is home to the Book Loan Program in addition to the LGBTQ Center.

Counseling and Psychological Services
www.fau.edu/counseling 561-297-3540
Feeling uncertain, lost, having difficulties making decisions, or experiencing test anxiety, this office can help.

Owls Care Health Promotion
www.fau.edu/wellness 561-297-1048
Annual FAU Wellness Triathlon, Sexually Responsible Bed Race, Casino Night, and the Great American Smoke-Out are some of the amazing events hosted by this office.

Student Health Services
www.fau.edu/shs 561-297-3512
Make an appointment: 561-297-2276 *All illnesses should be documented
If in need of medical advice, call the free nurse line at 866-281-9725. Open 24/7.
**LINKS OF INTEREST**

Grade Forgiveness:  

CLEP Result & Class Equivalencies:  
http://www.fau.edu/academic/registrar/catalog/academics.php#clep

Testing Center (schedule CLEP and other tests):  
http://www.fau.edu/testing/

Book Loan Program:  
http://www.fau.edu/oma/bookloan.php

Financial Aid Appeal Form (GPA/Pace appeal):  

Medical/Exceptional Circumstances Withdrawals:  
http://www.osd.fau.edu/dean/exceptionalwithdrawal.php

Tutoring & Writing Center Appointment Management:  
http://faasadvisor.fau.edu/TracWeb40/default.html

Computing Help Desk:  
https://d2.parature.com/ics/support/default.asp?deptID=8334

*Code of Academic Integrity:*  
Students at Florida Atlantic University are expected to maintain the highest ethical standards. Academic dishonesty is considered a serious breach of these ethical standards, because it interferes with the University mission to provide a high quality education in which no student enjoys an unfair advantage over any other. Academic dishonesty is also destructive of the University community, which is grounded in a system of mutual trust and places high value on personal integrity and individual responsibility. Harsh penalties are associated with academic dishonesty. For more information, see the Code of Academic Integrity in the University Regulations at  

In compliance with the Americans with Disabilities Act (ADA), students who require special accommodation due to a disability to properly execute course work must register with the Office for Students with Disabilities (OSD) – in Boca Raton, SU 133 (561-297-3880); in Davie, MOD 1 (954-236-1222); in Jupiter, SR 117 (561-799-8585); or at the Treasure Coast, CO 128 (772-873-3305) – and follow all OSD procedures.