The 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 Advisor:

Advisor: __________________________ e-mail: ___________________________
Phone: __________________________ Office location: ______________________

My appointments occur on: ________________ at ________ am/pm

AcCESS Support Team

Advisor: Nick Ritchie, nritchie@fau.edu, 561.297.3961
Advisor: Abdul Newman, anewman@fau.edu, 561.297.2016
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

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>
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| 1 & 2   | Start Strong |     | Bring all syllabi  
Know how courses will be paid for  
Tutoring availability (time/day)  
Workshop date RSVPs  
Proof of Textbook possession |
| 3, 4, & 5 | Time Management, Study Skills, & Test Taking Skills |     | Attend workshops (3)  
OwlApp calendar or paper planner (pending time management workshop attendance)  
Bring syllabi for all classes  
Bring all grades earned for all classes  
Come prepared with a study plan for upcoming exams |
| 6       | Career Development |     | Attend Intro to CDC workshops |
| 7 & 8   | Mid-Semester Reality Check |     | Updated syllabi worksheet  
All course syllabi |
| 9 & 10  | Peeking Into Next Semester |     | Be prepared to discuss your major choice and how to proceed with course work  
Review most current grades  
Know your standing  
Provide your initial thoughts on courses for next semester |

**Syllabi Worksheet Note:**
- Last day of ADD/Drop: January 10th before 5PM
- Withdraw from classes without receiving a ‘W’: January 11-17th
- AcCESS Kickoff Event: January 15th
- Tuition due: January 13th, 11pm online

**Note:**
- Last day to withdraw with a 25% refund: February 3rd

**Preparation for your transition advising meeting next session.**
| 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 on April 23rd (plan on attending)  
✓ Final exams begin April 24th  
✓ Final exams conclude April 30th  
✓ All grades will be posted by May 5th |
| 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.

Office of Health and Wellness Education
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.

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**LINKS OF INTEREST**

Grade Forgiveness:


CLEP Result & Class Equivalencies:

http://www.fau.edu/academic/registrar/catalog/academics.php#cilep

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

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**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


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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.