Louisiana State University in Shreveport
EARLY ALERT
Faculty Resource & Referral Guide

A faculty resource manual for early intervention services
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ASSISTANCE WITH STUDY HABITS

LSUS Resources
- Student Development (ADM 230; 797-5365)
  - Academic Coaching
  - Individual study skills training
  - Academic Skills workshops
  - Mentoring program for freshmen
  - Self-help study guides

Recommended course
- Freshman Seminar
  - A course designed to help the student acquire and sharpen the skills necessary for success in college. Includes learning and memory, motivation, test anxiety, reading for comprehension, time budgeting, and other skills.

Important considerations
- Regular class attendance
- Daily review of notes
- Effective time management strategies
- Formation of student study groups or note exchanges
- Communication with instructors
- Contact with academic coach, academic advisor, and/or freshman mentor

Web Resources
- http://www.studygs.net/index.htm

ASSISTANCE WITH EXAM SKILLS & TEST ANXIETY

LSUS Resources
- Student Development (ADM 230; 797-5365)
  - Individual counseling
  - Academic Coaching
  - Academic Skills workshops
  - Mentor program
  - Self-help study guides

Recommended course
- Freshman Seminar
  - A course designed to help the student acquire and sharpen the skills necessary for success in college. Includes learning and memory, motivation, test anxiety, reading for comprehension, time budgeting, and other skills.

Important considerations
- Regular class attendance and participation
- Importance of remaining current in reading materials
Avoidance of cramming
Daily review of notes
Importance of time management in the review process
Importance of learning relaxation techniques
Communication with course instructors

Web Resources
- http://www.studygs.net/index.htm

ASSISTANCE WITH WRITING SKILLS

LSUS Resources
- The University Writing Center (BH 114)

Recommended course
- Developmental English Composition (ENGL 005)
  - An introductory writing course that stresses the development of multi-paragraph expository essays. Teaches how to create a thesis and develop it in unified paragraphs; includes a review of grammar and spelling as well as practice in the techniques of critical reading. Does not satisfy general education requirement for freshman composition. Grading is on a pass-no credit basis.

Important considerations
- Advantages of using the Writing Center (for all classes)
- Communication with English composition instructor
- Importance of proofreading
- Knowledge of plagiarism

Web Resources
- http://www.homeworkla.org/
- http://www.learntatest.com/LEL/index.cfm/learningCenter/skillsImprovement/COLLEGE_WRITING_eFolio_CC
- http://dailygrammar.com
- http://owl.english.purdue.edu/owl/

ASSISTANCE WITH MATH SKILLS

LSUS Resources
- Math Help Lab (BH 404)

Recommended course
- Elementary Algebra (Math 007)
  - Introduces the student to the basic concepts of algebra, beginning with the fundamental operations of real numbers and continuing through binary operations on polynomials.
This includes algebraic addition, subtraction, multiplication, division, factoring and fractions. Grading is on P/NC basis.

Important considerations
- Math (& science) notes must be reviewed frequently
- Practice problems daily
- Advantages of using the Math Help Lab
- Communication with the course instructor
- Advantages of small study group

Web Resources
- http://www.homeworkla.org
- http://www.learnatest.com/LEL/index.cfm/learningCenter/skillsImprovement/COLLEGE_AdUlt_MATH_and_Reasoning
- http://library.thinkquest.org/20991/home.html
- http://mathforum.org/library/topics/

ASSISTANCE WITH SPECIFIC SUBJECTS

LSUS Resources
- Faculty Office/Conference
- Campus Wide Lab (UC 109)
  - The Campus Wide Lab is available to all LSUS students with computing needs through a variety of software programs and Internet connections. It houses common program applications and software frequently used by freshmen and sophomores. The Campus Wide Lab employs student workers to assist student users. Hours of operation vary each term and are posted on the door.
- Labs within the College of Business
  - Accounting Lab (BE 204)
  - Business Lab (BE 201)
  - Business Lab (BE 203)
- Labs within the College of Education and Human Development
  - Education Lab (BE 218)
  - Kinesiology and Health Science Lab (HPE 203)
- Labs within the College of Liberal Arts
  - Fine Arts Mac Lab (BH 132)
  - Foreign Language Multimedia Center (BH 242)
  - GIS Lab (BH304)
  - Mass Communications Lab (BH 340)
  - University Writing Center (BH 114)
- Labs within the College of Sciences
  - Chemistry Lab (SC 311)
  - Mathematics Help Lab (BH 404)
  - Mathematics Teaching Lab (BH 406)
- Tutorial assistance
  - The University Writing Center, sponsored by the Department of English and located in Bronson Hall 114, is a facility available to all students with writing needs. The Writing Center is not a correcting service, a grading service, nor a
“write-it-for-you” service. It does provide critiques of student writing, assistance through a variety of formats, and individual tutoring. Students are encouraged, whatever the discipline or course of study, to bring rough drafts of papers to the center for assistance. It is open most weekdays during a regular term with hours posted on the door.

- Tutorial assistance for students currently enrolled in mathematics is available in the Math Help lab. The lab schedule may change from term to term. Students should ask their instructor about tutorial assistance.
- The Department of Management and Marketing has a statistics laboratory to provide assistance to students. Inquiry may be made through the course instructor or at the department office located in the Business Administration-Education Building.
- The Accounting Department employs CPA’s from the community to assist on a one-to-one basis those students wanting additional help in the area of principles and intermediate accounting. Inquiry may be made through the course instructor or by visiting the department office located in the Business Administration-Education Building.
- Tutorial assistance is available in departments other than those listed. All departmental assistance however depends largely upon the availability of student tutors. For this reason, schedules vary from term to term.

Important considerations
- Sit in the front of the class and participate
- Help is available on campus
- Importance of class attendance and daily note review
- Study groups can be beneficial
- Specific departments may have lists of tutors for hire

ASSISTANCE WITH PERSONAL DIFFICULTIES

LSUS Resources
- Student Development (ADM 230; 797-5365)
  - Individual counseling
  - Personal Development Workshops
  - Services for students with disabilities
  - Mentor programs
  - Self-help information on various topics

Important considerations
- Know your strengths and weaknesses
- Balance stressors with pleasurable activities
- Get plenty of rest & eat balanced meals
- Gather supportive friends and family around you

Web Resources
- http://www.lsus.edu/sdcc
- http://www.psychcentral.com
- http://www.ulifeline.org/schools/lsus
- http://www.revolutionhealth.com
ASSISTANCE WITH CAREERS

LSUS Resources
- LSUS Career Center (ADM 230; 797-5365)
- Communication with academic advisor

Important considerations
- Areas of interest and skills
- Values clarification
- Relevant student (or community) organizations
- Volunteering

Web Resources
- http://www.lsus.edu/career

ASSISTANCE WITH FINANCIAL DIFFICULTIES

LSUS Resources
- Office of Financial Aid (ADM 202; 797-5363)

Important considerations
- Be aware of financial aid deadlines
- Scholarships or financial assistance through churches or other organizations
- Communication with department

Web Resources
- www.fafsa.ed.gov
- www.osfa.state.la.us
- www.finaid.org
- http://www.lsus.edu/finaid/
- www.fastweb.com

ASSISTANCE WITH STUDENT INVOLVEMENT

LSUS Resources
- University Center Office (UC 232; 797-5393)
  - Student Activities Board
  - Student Government Association
  - Greek Life
  - Recreational Sports
- Almagest (LSUS student newspaper)

Important considerations
- Feeling a part of the University enhances wellbeing & academic success
- Involvement provides a supportive network
• Student organizations

**Web Resources**
• www.lsus.edu/student-life
• www.lsus.edu/athletics
IMPORTANT DATES TO REMEMBER
Spring 2013

January 2013
14 Classes begin
18 Last day to add courses for credit or to change from audit to credit;

February 2013
1 Last day to drop courses or resign without receiving “W”
11-12 Mardi Gras Holiday - University offices open
28 Last day to change to audit

March 2013
1 Priority deadline to apply for financial aid for summer term
28 Last day to drop courses or to resign
29-31 Good Friday/Spring Break – University offices closed

April 2013
1-5 Spring Break – University offices open
15 Registration begins for currently enrolled graduate students and seniors
16 Registration begins for currently enrolled juniors
17 Registration begins for currently enrolled sophomores
18 Registration begins for currently enrolled freshmen
19 Registration begins for admitted re-entry students
29 Registration begins for transfer students

May 2013
4 Classes end
6-11 Final exams
# IMPORTANT CAMPUS PHONE NUMBERS

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<tr>
<th>Service</th>
<th>Building</th>
<th>Room</th>
<th>Phone</th>
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<td>ADM 129</td>
<td>797-5074</td>
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<td>Admissions &amp; Records</td>
<td>ADM 168</td>
<td>797-5061</td>
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<td>Bookstore</td>
<td>TC 1st floor</td>
<td>797-5302</td>
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<td>Career Center</td>
<td>ADM 230</td>
<td>797-5062</td>
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<td><strong>College of Business, Education, &amp; Human Development</strong></td>
<td>BE 117D</td>
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<td>ADM 220</td>
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<td>Financial Aid</td>
<td>ADM 202</td>
<td>797-5363</td>
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<td>Housing (University Court Apartments)</td>
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<td>Records</td>
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<td>Services for Students with Disabilities</td>
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HOW TO COMPUTE YOUR GPA

Your GPA is important since it determines whether you are maintaining satisfactory academic progress and whether or not you remain in school. Before you can compute your GPA, you must determine the quality points earned. This is determined by multiplying the quality points by the credit hours. Quality points are distributed according to the following scale:

A earns four quality points per term hour and is given for work of the highest degree of excellence.
B earns three quality points per term hour and is given for work of a high degree of excellence.
C earns two quality points per term hour and is given for satisfactory work.
D earns one quality point per term hour and is given for passing but marginal work.
F does not earn quality points. This grade is given for work failed. A student who receives this grade in a course must repeat the course in the LSU system in order to receive credit for it.

Then divide the total number of quality points earned by the total number of hours attempted. For example,

<table>
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<th>Course</th>
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<td>3</td>
<td>C (2x3)</td>
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<tr>
<td>Communications 135</td>
<td>3</td>
<td>A (4x3)</td>
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<tr>
<td>TOTAL</td>
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27 quality points divided by 9 hours = 3.0 GPA for the term.