

Moravian College Learning Services

The Office of Learning Services

The Office of Learning Services is committed to providing academic support services to students to help them achieve academic success. All students may wish to use these services at some time in order to maximize academic performance. The Office of Learning Services supplements the classroom experience with individual and group assistance from the professional staff and peer tutors who help students develop specific strategies for learning and test-taking. Group presentations and workshops about specific learning issues and study skills are offered throughout the academic year. The Office of Learning Services also arranges accommodations for students with documented disabilities under the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act.

Workshops and Presentations

Group workshops and presentations about various academic skills topics are offered throughout the academic year. Topics include, but are not limited to:

- Time Management & Organization
- Note-Taking Skills
- Test Preparation
- Test-Taking Strategies
- Overcoming Procrastination
- Textbook Mastery
- Learning Styles Identification

Individual support for study skills and other academic issues is available from the professional staff. Students are encouraged to make an appointment, but walk-in help also may be available.

Tutoring Services

Learning Services provides free peer tutoring for selected courses upon request. Every effort is made to identify peer tutors; however, a peer tutor is not guaranteed for every course or in any given semester and tutoring depends upon the availability of qualified peer tutors. Generally, peer tutors work with students one to two hours per week and are supervised by professional staff.

Other sources of tutoring support are available through the departments of Foreign Languages, Mathematics, and Economics and Business. Writing Center tutors are available to provide assistance with the writing process.

Extended Absence from Classes

Please call Learning Services to report an **extended** absence due to illness, injury, or family emergency. If a student will be absent from classes for more than two days, the Office of Learning Services will notify faculty. Students should consult the syllabus of each class to understand the specific policy regarding absence from class. Following an extended absence, the student must meet with faculty to discuss the feasibility of completing missed class work. Absences allowed before grades are affected should be used for illness and emergencies only.

Faculty Referral Service

If a faculty member is concerned about a student's performance and/or class attendance, the Office of Learning Services may be notified. The student will be contacted and offered assistance to address the issue. Students who receive mid-term notices of unsatisfactory academic performance also are contacted and offered assistance.

Assistance for Students with Disabilities

In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA), the Office of Learning Services is responsible for the review of disability documentation and assignment of appropriate accommodations for students with disabilities. It is the student's responsibility to disclose a disability and request accommodations if support is desired. The college brochure "Services for Students with Disabilities" describes the process and policies for accommodations and is available in the office of Learning Services.

Learning Services Staff

Laurie Morgan Roth, M.Ed. Director of Learning Services

Joseph E. Kempfer, M.Ed. Assistant Director for Disability Support

Assistant Director of Learning Services (to be announced)

Annette Chopin Lare, B.A. Administrative Assistant

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New challenges may call for new ways of learning. Good students seek out the most effective way to master each subject.

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