



A Very Warm Welcome from The Student Academic Success Center!

Where are we located?

The Advising Office is located in the McShain/Brown Science Building (Rowitt Theater), on the lower Level. The Advising Offices are rooms 103 - 108.

Advising Scheduling Links

To schedule a appointment with an advisor please use the scheduling link which can be found on Rosemont's website, under Academic Success.

Additional Notes: Inquiries regarding testing, course scheduling, tutoring services & general questions should be sent to sasc@rosemont.edu

General questions and inquiries about accommodations should be sent to sascada@rosemont.edu

UC Advising Office Hours

The Advising Team offers both in-person & virtual meetings via Zoom. Office Hours will fluctuate per the students needs but will not exceed past 5:00 pm.

Monday	9:00 am	5:00 pm
Tuesday	9:00 am	5:00 pm
Wednesday	9:00 am	5:00 pm
Thursday	9:00 am	5:00 pm
Friday	9:00 am	5:00 pm

What do we offer?

- Advising & Mentoring
- Academic Coaching
- Peer & Professional Tutoring Services
- Writing Support
- ADA Accommodations
- Academic Success Workshops

Our Goals

Our goal is to maintain successful retention by providing students with a sense of belonging in a nurturing environment, opportunities for self-realization and personal development, and holding them accountable for working to the best of their abilities.

SASC provides supportive services, resources, and connections for students as they navigate the academic process. We educate students regarding college policies and procedures, connect them to campus and community resources, provide academic coaching, and accommodations for students with disabilities, and motivate students toward successful completion of their postsecondary education. In addition, our office coordinates programming throughout the year to promote self-care, self-actualization, and self-advocacy. To accomplish these goals, we partner with local units, resources, and departments to provide coordinated care and support.

Types of programs we offer

Programs	Description
Time Management Workshops	Join the Student Academic Success Center to discuss time management and how it can contribute to productivity. Please come prepared with your current class schedule and any other resources you currently use to manage your time.
Understanding Procrastination & Creating Motivation	Join the Student Academic Success Center to discuss motivation techniques, roots of procrastination, and how understanding both concepts can contribute to your academic success.
Simple Study Strategies	Join the Student Academic Success Center to discuss different study strategies and how they can contribute to

	your academic success.
Exam Preparation	Exams and tests can create stress and anxiety for many. Join the Student Academic Success Center as we provide tangible strategies around test preparation, planning, and tools to minimize anxiety

Academic Coaching

One-On-One Academic Coaching

SASC provides academic support for all undergraduate and graduate students. Students of all abilities, including successful students who want to enhance their academic skills and students who are struggling, will benefit from academic coaching with the academic coach. During these one-on-one weekly sessions, we can help students with time management, organization, study techniques, test taking strategies, test anxiety, and more.

Group Academic Coaching

Need help creating a schedule for the week? Not sure how to spread out big assignments? You're not alone! SASC offers group academic coaching sessions to help you feel better prepared for class and more on top of your work. We'll help you make an individualized homework plan for the week and answer all questions.

Tutoring Services

The tutoring team offers both in-person & virtual meetings via Zoom. Peer Tutoring hours will fluctuate per students needs. All availability for tutors will be posted on the following link <https://sasc.as.me/>, which can be accessed on Rosemont's website under Academic Success.

Subjects we currently offer for tutoring

- **Biology**
- **Chemistry**
- **College Algebra**
- **Economics**
- **Accounting**
- **Spanish**
- **Writing**

SASC will hire tutors at the start of each semester with the help of faculty and staff suggestions. All Tutor Recommendations should be submitted using the [Online Intake Form](#), which can be accessed on Rosemont's website

SASC Tutoring Center

The tutoring center is ran by the students and supervised by the professional staff. The tutoring team offers both in-person & virtual meetings via Zoom. **Tutoring sessions and times can fluctuate per the tutors and students request.** Tutor drop-in days/hours will be posted at the beginning of each semester.

Where is the Tutoring Center?

The Tutoring Center is located in the McShain/Brown Science Building (Rowitt Theater), on the lower Level Room 115.

Academic Accommodations

In conjunction with faculty, SASC is committed to providing “reasonable academic accommodations” for students with learning disabilities, ADHD, Autistic students, and students with mental health conditions that rise to the level of disability. Our goal is to ensure that students with documented disabilities have an opportunity to grow independently to their full potential at Rosemont.

Students with disabilities may request support services in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA). Students must self-identify by providing notice of their disability and the required documentation to SASC. Please refer to our documentation guidelines to learn more about what documentation meets the necessary requirements.

How To Get Accommodations

New students must first complete the two-step registration process with SASC to receive accommodations.

- Step 1: Complete the **Online Intake Form** and submit your documentation.
- Step 2: Schedule an appointment with the Coordinator of Advising and Disability Support to discuss your accommodation needs. Please refer to our Documentation Guidelines for information about what qualifies as acceptable documentation.
- Once you are registered with SASC and approved for accommodations, a CAR This will enable you to send your professors a copy of your accommodation letter. **Students must complete a Request for Accommodations each semester.**
- After you've sent your professors your accommodation letters, **professors and students are expected to discuss the accommodations to make sure all parties are clear on what is needed.** SASC staff member are available to answer any questions or concerns.

- Reasonable academic accommodations are based on the current impact of the disability on academic performance; therefore, it is in the student's best interest to provide current and complete documentation using our **Documentation Guidelines**. If LSS determines that the documentation is inadequate in scope or content, or does not address the student's current level of functioning and need for accommodation, or that the evaluator does not have the appropriate qualifications, reevaluation may be required.
- Students who are looking for **housing accommodations** should refer to our **Documentation Guidelines**.
- Reasonable academic accommodations in the postsecondary environment may differ from those available in the secondary school. Learning Support Services will make the final determination for providing appropriate academic accommodations.
- Depending on the nature of the disability and the accommodations requested, the amount of advance notice provided may impact the University's ability to provide accommodations. Delays in presenting requests or providing documentation will affect promptness in arranging accommodations.
- Documentation remains confidential and secure in the LSS Office at all times. It does not become part of your academic file. It is only viewed by the designated LSS Staff.

Accommodations will be approved for the semester. If a student would like to renew their accommodations for the next semester, the student must either email sascada@rosemont.edu or schedule an appointment to meet with the Disability Service Coordinator. Revisions will be made per the students request, with appropriate documentation.

Students should register their accommodations with SASC by completing the [Online Intake Form](#), which can be found on Rosemonts website, under academic success.

Documentation Guidelines

Students requesting academic accommodations should be prepared to present documentation that establishes eligibility for services and supports requests for specific accommodations as soon as possible.

Students who are requesting academic accommodations should submit documentation to verify eligibility under the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. The following guidelines are provided to ensure that the documentation is complete and appropriate.

Documentation on file for the applicant must:

- **Be typed or printed on official letterhead and be signed by an evaluator qualified to make the diagnosis (include information about license or certification and area of**

specialization).

- Clearly state the diagnosed disability or disabilities.
- Describe the functional limitations resulting from the disability or disabilities.
- Be current (*This should ideally have been completed in the last five years.*)
- Include complete educational, developmental and medical history relevant to the disability for which academic accommodations are being requested.
- Include a list of all test instruments used in the evaluation report and relevant subtest scores used to document the stated disability; test instruments should have adult norms.
- Describe the specific accommodations requested.
- Adequately support each of the requested testing accommodation(s).

Copyright ETS <http://www.ets.org/disabilities/documentation/>

The ETS guidelines for documentation of specific disabilities can be found at <http://www.ets.org/disabilities/documentation/>

Records supporting the use of services in high schools or other institutions are helpful, although reports such as IEPs, SOPs and letters from disability service providers at other colleges are not, in themselves, considered sufficient to meet this documentation request. SASC reserves the right to request additional information to determine appropriate services or eligibility, if necessary.

Documentation is maintained in a secure file at SASC. Requests to share information with persons acting in roles external to the College will be considered only with prior written approval by the student. Files are usually maintained for seven years beyond a student's last registration, after which they are destroyed. *Please note that SASC cannot provide evaluations to students whose documentation is outdated, but we can make suggestions for local resources who conduct evaluations.*

Forms

It is preferred that all test and documents are submitted using the forms below. Emailed request may get lost. If any problems occur with submitting the documents please email sasc@rosemont.edu for assistance.

- [Academic Alert Form](#)
- [SASC Writing Center Form](#)
- [Academic Accomidations & College Testing Form](#)
- [Registration Request for ADA Accommodations](#)

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