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## ACADEMIC RESOURCES AND SUPPORT

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### Academic Advising

Director: Landon Wade

#### Program Mission

The mission of the Office of Academic Advising is to support faculty advisors in providing effective guidance for students and recent alumni as they make their academic plans. The office also offers direct support to students at each stage of the academic decision-making process, from the time they arrive through graduation, and is available to recent graduates in planning post-baccalaureate education plans.

#### First-Year Advising Program

The First-Year Advising Program provides guidance from the moment a student enters the university. Specially assigned faculty advisors offer first-year students not only direction in their choice of classes, but also insight into the nature and importance of a university education. Faculty advisors help to plan incoming students' academic programs on the basis of their backgrounds, abilities, interests, and goals.

Each first-year student participates in the selection of his or her advisor. Beginning in May, prospective students indicate their preferences to the advising director, who then assigns them to advisors. In most cases, a first-year student's advisor will also be one of his or her instructors, ensuring the student's opportunity to seek help at any time. This classroom contact also cultivates the advising relationship between students and faculty; students, comfortable with an advisor they have come to know as teacher, find it easy to discuss not only which classes to take next term but also which academic programs and career paths to consider. Additionally, all first-year students are assigned peer advisors, upper-division students who can help new students get to know and thrive in Puget Sound's academic programs.

First-year students meet with their advisors during fall orientation to finalize their fall schedules. First-year students work with their advisors through the sophomore year or until declaring a major; majors must be declared by the end of the sophomore year. When students declare a major, they are required to choose an advisor in their discipline of choice, though they may maintain their advising relationship with their first-year advisor. A student may have more than one advisor, as in the case of double majors, for example, but only the student's advisor of record may approve registration for classes.

#### Transfer Student Advising Program

Transfer students are assigned to faculty advisors according to students' expressed academic interests. Advisors help transfer students assess their standing toward the degree in their chosen field of study and work with them in long-range academic and career planning.

#### Continuing Student Advising Program and Academic Decision-Making

Faculty advisor assistance in academic and career planning continues for students throughout their academic careers and includes regular meetings to discuss academic programs and requirements along with the relationship of academic programs to career and/or further educational goals. Academic Advising also offers resources and counseling to assist students in choosing appropriate academic majors.

#### Student Alert Program and Academic Support

Academic Advising leads a campus-wide early alert network for students with academic and personal concerns and offers support for students in academic difficulty. Referrals to the Center for Writing and

Learning; Counseling, Health, and Wellness Services; and other services across campus ensure students have access to resources, inside and outside of the classroom.

### Career and Employment Services (CES)

Director of Career Services: Alana Jardis Hentges

Director of Student Employment Services: Mona Lawrence

Students are invited to connect with CES early in their time at Puget Sound, to take advantage of tools, resources, and people who are here to support their career development and to cheer them on.

Mission: CES is here to guide students as they cultivate connections and articulate the value of their lived experience toward a life of meaning and purpose at and beyond Puget Sound.

Our work with students is further guided by our commitment to:

- Listen and communicate to motivate, inspire growth, and build each student's confidence.
- Connect in dynamic, inspiring, and engaged ways.
- Foster community and a sense of belonging with every action and interaction.
- Recognize and honor each student's lived and academic experience, and their innate and developed capabilities.

As students consider career options, gain experience through internships and part-time jobs, and prepare for a fulfilling work-life after graduation, CES offers comprehensive support:

- Referrals to on-campus jobs where students can build skills and engage with high-impact educational experiences.
- Advising and assessment to help students create personalized plans for career development.
- Appointments and workshops to perfect resumes, practice interview skills, and polish LinkedIn profiles.
- Events and resources to help students explore career paths, prepare for professional situations, meet employers, network with alumni, and more.
- Coursework to guide students as they assess, explore, and take action on their career goals. (EXLN 101 and 401)

Visit [pugetsound.edu/ces](http://pugetsound.edu/ces) for additional information and access to online career resources.

### Center for Writing and Learning (CWL)

Interim Director: Deepti Dhar

The Center for Writing and Learning promotes collaboration, curiosity, and critical thinking among peers. We support the campus community in the pursuit of their academic and pedagogic goals, fostering a thoughtful learning community in which people with different experiences, values, and perspectives can grow together.

Founded on the idea that writing, speaking, and listening are integral parts of all disciplines, the Center for Writing and Learning is a place where students can discuss all aspects of their writing. The center helps students from all academic disciplines develop their ability to use writing as a tool for thinking and learning. With the assistance of faculty or specially trained peer writing advisors, students learn how to overcome writer's block, approach an assignment, and assess the audience and purpose of a paper. Working on a one-to-one basis with a writing advisor, students also receive help with organizing their ideas, writing a strong thesis statement, and reviewing their written work to make it correct, clear, direct, and persuasive. While the Center staff will not proofread papers, they will help students learn to be better proofreaders.

There are also a wide range of services and programs designed to promote effective and independent learning. Students may take classes to improve their reading speed and comprehension. They may meet with a professional staff member for assistance with developing strategic learning competencies, or with a peer for tutoring in specialized content areas. They may also take advantage of workshops on various topics or join a peer-led study group. Peer subject-area tutors are available to help students brush up and review content in topics ranging from math and science to foreign language and business.

The Center for Writing and Learning also provides academic assistance for graduate students at Puget Sound. The Center can provide a brush-up on study strategies for those who have been away from an academic setting, and professional staff can design individualized programs in time management, test taking, and reading skills. Prospective graduate students use the center's resources to receive thoughtful advice on scholarship and graduate and professional school applications, even as alumni.

The Center advises faculty members on ways of using writing in their courses and provides faculty development opportunities.

In addition, the center administers foreign language proficiency assessments, one way in which students may fulfill the university's foreign language graduation requirement.

For appointments, students may come to Howarth 109 or call 253.879.3404. More information on services and schedules is available online at [pugetsound.edu/cwl](http://pugetsound.edu/cwl).

### Collins Memorial Library

Director: Jane Carlin

Collins Memorial Library is a central part of academic life at Puget Sound and plays an integral role in teaching and learning. Its mission is to provide excellent collections, high-quality service, engaging learning environments, and innovative instruction.

The library provides access to a rich variety of resources. The physical collection consists of more than 450,000 volumes of books, periodicals, music scores, media, archives, and special collections. In addition, the library provides access to thousands of periodicals and electronic books accessible from the desktop via electronic subscriptions. Students may also access online indices and full-text databases which greatly expand access to information. Puget Sound is a member of the Orbis-Cascade Alliance, a consortium of academic institutions in the Northwest. If Puget Sound does not have access to resources onsite, users may request materials from the consortium which are delivered in two to four business days.

Library services help students develop the research skills they need to succeed in their academic career and in life. Reference assistance is offered in person and through a virtual 24/7 network of librarians. Subject librarians are available for one-on-one research consultations. Librarians also work closely with faculty, offering research skills sessions for students, consultation on the design of course assignments, and handouts or Web pages tailored specifically to the resources and research techniques most appropriate to the course.

Collins Memorial Library offers a variety of study spaces, ranging from individual tables to rooms for group study. The library is fully networked and provides data ports and wireless access for individual laptops throughout the building. The Library has a number of public access computers in the Learning Commons. Technology Services, located on the lower level of the library, provides assistance associated with computers and printing. The Library also is home to the Makerspace which offers access to 3D printers, a laser cutter, sewing machines, paper arts and hand printing. The Makerspace is open to all students.

### Fellowships Office

Director: Kelli Delaney

Faculty Advisor: Katherine Smith

Students have many opportunities to earn external scholarships, fellowships, or other special support for postgraduate travel, language immersion, research, and study. The Associate Director of Fellowships works in collaboration with a faculty committee to assist students in applying for external fellowships and scholarships awards. Puget Sound students have been awarded Boren, Fulbright, Goldwater, Luce, Rhodes, and Watson Fellowships. Success in achieving external scholarships and fellowships requires early and strategic planning. Students are encouraged to begin the exploratory process during the spring semester of their first year, and to begin working with the Fellowships Office and faculty mentors during their second year to initiate the application process.

### Graduate Advising

The advising system at the University of Puget Sound is designed to assist students in the development of education plans to achieve their career goals. Faculty advisors are assigned to students at admission to a graduate program. Students often work with faculty members prior to admission in completing admission requirements. MAT students are encouraged to seek advising in endorsement areas.

### Graduate School Preparation

Approximately one in five Puget Sound students go on to graduate or professional school immediately after graduation, and nearly half enroll in graduate programs within five years of graduation. Recognizing this, both faculty advisors and the Office of Academic Advising offer support and counsel for students planning further education.

### Health Professions Advising

Chair: Gregory Johnson

Advisor: Nova Ferguson

The Health Professions Advising Office provides special career counseling, practice interviews, letters of evaluation, and assistance in the application process for students who aspire to careers in the fields of medicine, veterinary medicine, dentistry, physician assistant, optometry, nursing, pharmacy, and related fields. Students interested in occupational therapy or physical therapy may also contact the School of Occupational Therapy or School of Physical Therapy at Puget Sound. Students interested in careers in the health professions may choose any major, but do need to meet the extensive prerequisite requirements in the sciences, mathematics, and other courses specified by the professional schools and in preparation for national standardized admission examinations. Students intending to apply to health professions programs are encouraged to consult the Common Prerequisites Quick Guide on the Health Professions Advising website for general health profession program requirements: [pugetsound.edu/health-professions-advising/forms-documents](http://pugetsound.edu/health-professions-advising/forms-documents)

Students are encouraged to consult the Health Professions Advising website at [pugetsound.edu/hpa](http://pugetsound.edu/hpa) and make early contact with the Health Professions Advising staff. The office, along with a resource center that includes entrance requirements, and other information, is located in Thompson Hall, Room 203. For appointments students may call 253.879.2708 or send an e-mail message to [healthprofessions@pugetsound.edu](mailto:healthprofessions@pugetsound.edu).

### International Programs

Director: Roy Robinson

The Office of International Programs (OIP) seeks to cultivate global citizenship through international, academic experiences. OIP provides students with meaningful opportunities to study, participate in internships and/or conduct research in a wide variety of international settings. The office also supports international students, faculty and staff, including advising on issues of immigration and cultural adjustment.

Students are encouraged to consult the Office of International Programs website at [pugetsound.edu/international-programs](http://pugetsound.edu/international-programs) and make early contact with the Office of International Programs staff. The office is located in Howarth Hall, Room 215. For additional information please call 253.879.2515 or send an e-mail message to [internationalprograms@pugetsound.edu](mailto:internationalprograms@pugetsound.edu).

### Internship and Cooperative Education Program

Coordinator: Rebecca Pettitt

Career and Employment Services (CES) provides a full range of resources and services to help students connect with experiential opportunities.

It may be possible to receive credit for some experiences through the internship program or the cooperative education program, provided those arrangements are made prior to enrollment. Students interested in pursuing an internship may visit [pugetsound.edu/ces](http://pugetsound.edu/ces) or contact CES in Howarth 101 for more information.

*For specific details about course offerings and requirements, see the Internship section of this bulletin.*

### Pre-Law Advising

Advisor: Brad Reich

As the Law School Admission Council and American Bar Association state in their *Official Guide*, "the ABA does not recommend any undergraduate majors or group of courses" for pre-law students. Instead, "taking a broad range of difficult courses from demanding instructors is excellent preparation for legal education." The LSAC and ABA recommend a curriculum that teaches "analytical and problem-solving skills, critical reading abilities, writing skills, oral communication and listening abilities, [and] general research skills." Accordingly, Puget Sound offers no undergraduate pre-law major, encouraging students interested in the law to follow the academic program that most interests them and to seize every opportunity to take courses that will promote their critical thinking, reading, writing, and research skills.

In their early years at Puget Sound, students interested in the law should concentrate on taking challenging courses in the disciplines that intrigue them. When they reach their junior year, they should begin earnestly, and specifically, researching both law schools and legal careers. Students should also begin to plan for the Law School Admission Test.

Resource materials for pre-law students are available through the pre-law advisor Brad Reich (School of Business and Leadership, [breich@pugetsound.edu](mailto:breich@pugetsound.edu)).

### Student Accessibility and Accommodation

Director: Peggy Perno, MSW, LICSW

SAA is the designated campus office that reviews requests for reasonable and necessary disability accommodations. All students requesting disability accommodations must register with SAA.

**Students:** To register with SAA, please visit [pugetsound.edu/registerjaa](http://pugetsound.edu/registerjaa), complete the online form, and upload documentation of your disability.

SAA will contact you within a few days to schedule an intake meeting. If you do not have documentation, please include an explanation of why this may be a problem.

**SAA Peer Mentoring Program:** This program matches an SAA student with a peer mentor. This program aims to help students connect with the campus community and establish new friendships. Tell us during your intake meeting if you are interested in having a peer mentor.

If you need assistance or have questions or concerns:

- email us [saa@pugetsound.edu](mailto:saa@pugetsound.edu)
- call us 253.879.3399

### Teaching and Counseling Professions Advising

Teaching Advisor: Terence Beck

Counselor Advisor: Heidi Morton

It is never too early to begin planning for your career in teaching or counseling. School of Education faculty members are available to provide targeted advising for undergraduate students interested in pursuing the Education Studies minor, graduate work, or a career in education, school counseling, or mental health counseling. Students can also access information about planning to pursue a Masters in Teaching by visiting Master of Arts in Teaching | University of Puget Sound or a MEd in school of mental health counseling by visiting Master of Education in Counseling | University of Puget Sound Contact information: 253.879.3382, [edadvising@pugetsound.edu](mailto:edadvising@pugetsound.edu).

### Technology Services

Technology Services (TS) provides an extensive range of tools and resources to support student, faculty, and staff use of current and evolving technologies. The campus features more than 100 electronic teaching spaces, as well as computers and other technology related equipment available for checkout. There are also discipline-specific computer labs, a state-of-the-art digital media lab, and a wide variety of multimedia equipment available for checkout.

The university runs a high speed connection to the Internet with comprehensive wireless connectivity in all campus buildings, including every residence hall and university-owned house. Each student is assigned a Puget Sound login which provides access to the wireless network, university-owned computers, myPugetSound (the university portal), Canvas, Google Workspace, as well as applications such as Zoom and vDesk (a virtual desktop for anytime, anywhere computing).

See [pugetsound.edu/stutech](http://pugetsound.edu/stutech) for a comprehensive guide to technology resources for Puget Sound students. For computer recommendations and links to discounted pricing on hardware and software, visit [pugetsound.edu/tspurchasing](http://pugetsound.edu/tspurchasing). Free downloads of anti-virus software are available at [pugetsound.edu/tshelp](http://pugetsound.edu/tshelp).

Learn more about Technology Services at [pugetsound.edu/ts](http://pugetsound.edu/ts). For assistance, contact the Technology Service Desk at 253.879.8585, [servicedesk@pugetsound.edu](mailto:servicedesk@pugetsound.edu), or by visiting the Tech Center in Collins Memorial Library.