

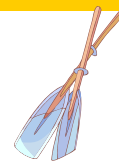
The Helm

Keeping Advisers On Course

Counseling and Advising Services
College of DuPage
May 2005/ Volume 1, Number 3

Orientation/Advising/Registration Sessions

OARS to Make a Splash July 6-August 19



Orientation/Advising/Registration Sessions, (OARS) are set to begin July 6. Imagine putting together an event which runs for six and one half weeks, offers 151 orientation sessions, has personal contact with over 5200 new and returning students and assists in registering almost 4000 new students.

From the massive room setup done by Operations in SRC 2800, to the assistance from IT for the many computer workstations with myriad wires, to the compilation of copious information packets, to the commitment of over seventy-five General Advisers, Counselors, and Faculty Advisers in providing comprehensive information to our students; it is a monumental task which involves the cooperation of many departments within the college community.

In a first for OARS, workstations will be designated for returning students who have quarter credit hours and are transitioning to semesters and those students who will be new to the semester calendar. It will be necessary to differentiate students based on advising requirements and the corresponding resources.

OARS will conclude after a very busy six and one half weeks on August 19, with students beginning a new college experience, as College of DuPage ushers in a new college era.

Advanced Advising Skills: Strategies for Semester Conversion



A new workshop, **Advanced Advising Skills: Strategies for Semester Conversion**, has been developed to enhance the advising skills of faculty, staff, and administrators as they begin to assist students under the semester calendar. The workshop will focus on working with both the new student, along side the returning student, as the College transitions to semesters boosting adviser confidence skills.

Workshop topics include: degree information changes for both the 2003-2005 Catalog and the new 2005-2007 Catalog; CurricUNET database with a listing of course information; Degree Audit Requests; usage of the Mainframe System; Contact Management System; course prerequisites; new course names and numbering system; and a review of all new Student Planning Worksheets. Advising tools, such as the Student Advising Resources Site (STARS), and the "College of DuPage Semester Conversion Student Handbook" will also be highlighted.

Completion of this (3.0 contact hour) workshop can be used toward the 4.0 contact hour training which is a requirement for faculty participating in Orientation, Advising, and Registration Sessions (OARS) this summer. Faculty will be expected to shadow or advise for the additional 1.0 contact hour.

This course is offered through the Teaching and Learning Center (TLC). It is offered on multiple dates: **May 13, 1-4pm; May 20, 1-4pm; and June 7, 9am-noon.** For more information contact Sue Martin at 630/942-3224 or Judy Pelletier at 630/942-2523 from Counseling and Advising Services. **All registration will be taken through the TLC.**

“Special Student Services” Serve Students



Last year, almost thirteen hundred students were served through Special Student Services at the College of DuPage. Many of these students were served on multiple levels and at numerous times. The Office of Special Student Services ensures access, provides accommodations, and coordinates support services to students with disabilities.

All students requesting services must self identify with the Office of Special Student Services and provide appropriate documentation of his/her disability. Documentation may include a diagnosis of disability, academic history, psychological assessment and recommendations for accommodations. The student will be supplied a Special Student Services ID Card (the small blue card listing the student's name, and social security number). The student will present this card to the instructor at the beginning of the school term. It is the responsibility of the student to let his/her instructor know which support accommodation services he or she may need.

According to Jackie Reuland, Coordinator of Health and Special Services, “The need for services can vary for each student. Some students may need help with note taking in class or preferential seating in the front row. Some students may need extra time to complete tests; others may need assistive technology, such as computers with screen readers. Still other students may need a sign language interpreter for their classes.”

Additional services available through Special Student Services include books offered in an audio cassette or mobility assistance with the use of the “Amigo,” a motorized wheel chair. The Special Student Services office has a teletype (TTY) for use by hearing impaired students.

The following suggestions may help you to work effectively with students who have disabilities:

- Invite students with special needs to introduce themselves within the first week of class. Take this opportunity to ask questions regarding the accommodations or special needs they require. Ask to see their “blue card” to verify they have gone through the appropriate process. If a student does not have a blue card, direct them to the Special Student Services Office.
- Be approachable and non-judgmental. Remember everyone's needs are unique.
- Help a student in locating a volunteer note taker if necessary. Make a general announcement to the class that there is a need for someone who has good note taking skills to take notes on NCR paper (which the student with the blue card will provide).
- Help the test taking process to run smoothly. Specifically outline where and when the student can take a test if he or she needs a distraction free environment. Be clear on the amount of time a student has—if a student needs extra time, the rule of thumb is to allow double the time. For example, if the class has an hour to complete the test, a student with a blue card is eligible to use 2 hours.
- Get more disability information. Since students are usually the experts on their own disabilities, ask them if you need more information about how they learn best.

On May 4, from 6-7:30pm, Special Student Services will host an Information Night in the Student Resource Center (SRC) 2800. It is an opportunity for students with disabilities, parents, teachers, counselors and community members to learn about College of DuPage's Special Student Services. For more information, contact 630/942-2306 or 630/942-4260.

Second Annual “Major-A-Fair” to Take Place May 4



The Second Annual Major Fair will take place at College of DuPage on May 4, 2005 from 10am-1pm. Over twenty majors will be represented. This is a great opportunity for students to receive information about which majors are available at COD, career opportunities available in the major, life skills which can be gleaned from the major; and which transfer schools offer

a specific major. It also provides faculty a showcase for their individual disciplines.

This activity is sponsored by Counseling and Advising Services. Contact Dana Thompson at 630/942-2528 or Jeanne Kempniak at 630/942-4084 for more information. Look for this activity in the SRC—2nd Floor Walkway. Please encourage students to attend.



Co-Op/Internship Hits 20 Year Milestone

The Co-op/Internship Program at College of DuPage will celebrate 20 years of building student success with **Co-Opportunity Days, May 2-5**. Program staff and student interns will be in the Student Resource Center (SRC) 2nd Floor Foyer between 11am-1pm to provide information.

College faculty, counselors, and advisers are often the first point of contact for the program. Students who are advised early in their college career of Co-op and Internship options can plan their schedules and coursework accordingly. Through these opportunities they can gain on-the-job experience. Experiential learning is an effective and enjoyable way for students to improve competencies while building a professional network and a solid resume. Even the famous Olsen twins, Mary Kate and Ashley, are working at internships through New York University this spring!

These learning partnerships involving students, employers, and faculty generally correspond to the length of an academic term, but may be longer. The hours worked are agreed upon by the student and employer, and relate to elective credit hours earned.

Beginning Fall 2005, the prerequisites for participation will include 12 semester hours related to a field of study/career completed with a minimum cumulative grade point aver-

age of 2.0, and faculty consent. Students need to be enrolled at COD and pursuing a program of study in order to seek a position with faculty approval.

Faculty members at COD who work with Co-op/Internship students enjoy assisting students with career development while interacting with employers in the college district and beyond. Some 140 faculty are involved with the program and more are always welcome!

Large employers, as well as small to midsize employers, in a variety of industries including technology, education, finance, hospitality, horticulture, and travel/tourism host our students. Most programs of study offered at COD provide the possibility of experiential education.

“The Co-op/Internship program provided me with the opportunities to receive hands-on training and development in my chosen field,” declared Afua Owusu who completed a co-op at Walt Disney World and an internship at Clear Channel Radio.

Jean Spahr, Program Manager, and Marilyn Rodgers-Danos, Program Assistant, are ready to assist interested students and provide information to staff. The Co-op/Internship Program is located in the Career Services Center, SRC 1490, and can be reached by calling 630/942-2611.

“Honors” Sets Info Sessions

Do you know students who qualify for the Honors Program? If you do, please inform them of the **Honors Program Information Sessions**. Current college students who have completed twelve or more quarter hours of college credit with a 3.2 GPA qualify for individual honors classes and students with twelve hours and a 3.5 GPA may qualify for the Honors Scholars Program.

ors courses, extracurricular activities, scholarships, and special transfer opportunities available to Honors students. No advance registration is required. The information sessions will be held from 7-8:30pm on the following dates, and locations: May 2—IC 2033; May 24—IC 2023; June 7—IC 2015; June 23—IC 2015; July 12—IC 2015; July 26—IC 2015 and August 9—IC 2015.

Learn about the Honors Scholar Program, individual Hon- Contact the Honors Office at 630/942-2767 for more info.



**Tools and Tips
By
Marge Peters**

Keeping Current in Your Career Field

Two helpful websites for keeping current in your career field are:

<http://www.bls.gov/oco>, which is the website of the Occupational Outlook Handbook 2004-2005 Edition. This gives the National Outlook to 2012, plus current salary information.

Another site is: <http://www.ilworkinfo.com>. This is available on all computers on the campus network. From home, you may need to sign on with these passwords: Enter ID: Illinois; Enter Password: careers. This provides excellent information with US and Illinois wages and trends.

Learning Opportunities



The following **Student Success** and **Food for Thought Workshops** are offered:

A Major Decision: A Workshop For Undeclared Majors (Student Success)

May 4, noon to 1pm in the Student Resource Center (SRC), Room 1450A —inside cafeteria.

Susan Frank and Sandy Werner, Counselors, will be the presenters.

Do big decisions bother you? Is it difficult for you to select an appropriate major? If so, help is on the way. You'll gain insight and tools to help you improve your ability to make appropriate decisions and understand how to choose an appropriate major.

Goal Setting and Goal Attainment (Student Success)

May 11, noon to 1pm at Naperville Center, 1223 Rickert Drive, Naperville, IL

Jeanne Kempniak, Counselor, will be the presenter.

Come and learn steps for success. How do you put together where and what you want to be with how you're going to get there? Discover simple strategies that you can use on a daily basis.

Diversity Jeopardy (Food for Thought)

May 17, noon to 1pm and May 18, 6pm-7pm in the Student Resource Center (SRC) Room 1450A—inside cafeteria.

Dana Thompson and Michael Duggan, Counselors, will be the presenters

In this interactive presentation we will examine all the varying areas of diversity, including racial, ethnic, age, disability and gender—by playing a game. The game will spark questions, and group discussion will follow. See how much you really know about diversity!

Taking Home With You (Student Success)

June 1, noon to 1pm in the Student Resource Center (SRC), Room 1450A—inside cafeteria.

Dana Thompson, Counselor, will be the presenter.

Are you worried about leaving home to go away to school and what to take with you? Learn how you can deal with homesickness and stay connected to your family and friends. Find out if going away to school is the right decision for you by attending this workshop.

Student Success educational sessions, sponsored by Student Services, and **Food for Thought** educational sessions, sponsored by the Counseling Services are free of charge and open to all College of DuPage faculty, students, staff, administrators, and community members. Pre-registration is not required. For more information for **Student Success** call: 630/942-2259, and **Food for Thought** call: 630/942-2004.

For Americans with Disabilities Act accommodations, call (630) 942-2141 (voice) or (630) 858-2692 (T.D.D.).

Smooth Sailing Ahead: Essentials of Semester Conversion for Students

This one hour workshop offers tools and tips for making a smooth transition to semester. The presentation is continually updated as new information becomes available. Please encourage students to attend. All workshops are held in IC 2003 on the following dates:

May 5, 12-1pm; May 11, 2-3pm; May 19, 9-10am; May 24, 5:30-6:30pm; June 14, 1-2pm and July 13 6-7pm

We welcome comments and suggestions to **The Helm.**

Please contact: Mandy Kouri, Advising Support Coordinator

Counseling and Advising Services

SRC 2044f/Ext. 2812

kourim@cdnet.cod.edu



Ships at a distance have every man's wish on board. Zora Neale Hurston