



# The Student Success Center *at Villa Maria College*



## Student Success Center First-Year Advising

Students Success Center Academic Coaches provide first-year students and selected transfer students academic advisement support throughout their first year of college. Academic Coaches schedule at least 5 meetings (quarter-term meeting, mid-term meeting, registration meeting) with each of their students during students' first academic year at Villa. Using Self-Determination Theory as a guide, our Academic Coaches build strong and supportive relationships with each of their students, focusing on accomplishing three goals:

- Educate first year students about academic information that is relevant to their chosen program of study.
- Assist first year students in recognizing their needs (academic and non-academic) to develop their self-advocacy skills.
- Ensure first year students know basic information about campus technology.

### Academic Coaches and Student Success Coordinators:

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**Academic Coach for the following majors:**

- Animation
- Digital Filmmaking
- Digital Media
- Fine Arts
- Graphic Design
- Integrated Arts
- Liberal Arts / Exploratory
- Music Industry
- Photography
- Psychology

**Academic Coach for the following majors:**

- Business Administration
- Community Health
- Computer Software Development
- Game Design
- Interior Design
- Liberal Arts / Occupational Therapy Assistant
- Occupational Therapy Assistant
- Liberal Arts / Physical Therapist Assistant
- Physical Therapist Assistant

**Academic Coach for the following majors:**

- Honors



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Academic Coach Responsibilities:	Student Responsibilities:
Create an environment where mutual respect and trust help students develop academic identity	Come to meetings with an open mind
Have a pathway for each meeting that is adaptable based on the needs of the individual student, connecting them to relevant campus resources as needed.	Share questions and concerns about any area of life impacting academics
Give time to empathetically listen to the concerns and needs of each student	Request a meeting when needed
Understand and effectively communicate Core Curriculum and degree requirements, and academic policies and procedures.	Read and develop understanding of Core Curriculum and degree requirements, and academic policies and procedures
Honestly encourage and guide students as they define and develop realistic goals	Take ownership for decisions and actions that impact academics
To transfer accurate knowledge about students to program advisor	Establish a relationship with program advisor
Maintain confidentiality following Villa and FERPA regulations	Abide by the Villa Maria Student Code of Conduct as defined in the Student Handbook
Use and educate students on email, CAMS portal, and D2L as needed.	Check and respond to email daily and use CAMS portal and D2L as needed by course and SSC

## First Semester at the Student Success Center

Academic Coaches act as a guide for first and second semester freshmen. Academic coaches help with advisement in the students' programs of study, but also assist with help in time management, study skills, and tutoring. Academic coaches act as a liaison between the student and faculty, and other campus offices when needed.



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## Initial / Registration Meeting

During the initial meeting the Academic Coach gets to know more about the student, why they chose Villa Maria College, and why they chose their major. The Academic Coach will ask targeted question to get to know the student, and select classes for the first semester.

How can the student prepare?	What will the student leave with?
<ul style="list-style-type: none"><li>• Review the VMC website for information about major and the classes required.</li><li>• Identify outside commitments that may conflict with times to do classwork.</li><li>• Come with an open mind.</li></ul>	<ul style="list-style-type: none"><li>• A schedule that meets program requirements for the first semester.</li><li>• A connection with their program advisor and the SSC.</li><li>• Knowledge of resources and programs that can benefit academic success before they start college.</li></ul>

## Quarter Term Meeting

During the Quarter Term meeting students will get to know their academic coach, share information about what their goals are in college, review feedback reports written by their instructors, and develop a plan of action to continue for the duration of the semester.

How can the student prepare?	What will the student leave with?
<ul style="list-style-type: none"><li>• Record the meeting time and come to the meeting.</li><li>• Bring any questions or concerns about classes or program.</li><li>• Have an open mind.</li><li>• Bring syllabi for each class.</li></ul>	<ul style="list-style-type: none"><li>• Knowledge of feedback from instructors in each class.</li><li>• Knowledge of how to communicate with their instructor.</li><li>• When needed, an exploration of the appropriateness of their chosen area of study will be discussed.</li><li>• When needed, a referral to tutoring or another campus office.</li><li>• When needed, assistance on how to access Villa email.</li><li>• Affirmation of one strategy or campus resource to continue using.</li><li>• At least one strategy or campus resource to start using right away.</li></ul>



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## Midterm Meeting

During the midterm meeting students will review letter grades that have been given by their instructors, share information about how the semester is going, and prepare for registration.

How can the student prepare?	What will the student leave with?
<ul style="list-style-type: none"><li>• Record the meeting time and come to the meeting.</li><li>• Bring any questions or concerns about classes or program.</li><li>• Have an open mind.</li><li>• Bring syllabi for each class.</li><li>• Look at midterms grades on the student portal/CAMS.</li></ul>	<ul style="list-style-type: none"><li>• Knowledge of how to check grades on the student portal.</li><li>• A knowledge of where to find college policies and academic standards.</li><li>• When needed, an exploration of the appropriateness of their chosen area of study.</li><li>• When needed, a referral to tutoring or another campus office.</li><li>• Affirmation of one strategy or campus resource to continue using.</li><li>• At least one strategy or campus resource to start using right away.</li></ul>

## Registration Meeting

During the registration meetings students will register for classes for next semester.

How can the student prepare?	What will the student leave with?
<ul style="list-style-type: none"><li>• Record the meeting time and come to the meeting.</li><li>• Bring any questions or concerns about classes or program.</li><li>• Have an open mind.</li><li>• Review program planner.</li><li>• Review classes and class times on the Portal/Cams.</li></ul>	<ul style="list-style-type: none"><li>• Knowledge of program planner and the Core Curriculum.</li><li>• When needed, an exploration of the appropriateness of their chosen area of study.</li><li>• A knowledge of how to register for classes on the student portal.</li><li>• A schedule for the next semester that accurately reflects degree requirements.</li></ul>

# The Student Success Center

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### Second Semester at the Student Success Center

#### Quarter Term Advisement

During the Quarter Term meeting students will reconnect with their academic coach, review feedback reports written by their instructors, and develop a plan of action to continue for the duration of the semester.

How can the student prepare?	What will the student leave with?
<ul style="list-style-type: none"> <li>Record the meeting time and come to the meeting.</li> <li>Bring any questions or concerns about classes or program.</li> <li>Have an open mind.</li> <li>Bring syllabi for each class.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of feedback from instructors in each class.</li> <li>Knowledge of how to communicate with their instructor.</li> <li>When needed, an exploration of the appropriateness of their chosen area of study will be discussed.</li> <li>When needed, a referral to tutoring or another campus office.</li> <li>When needed, assistance on how to access Villa email.</li> <li>Affirmation of one strategy or campus resource to continue using.</li> <li>At least one strategy or campus resource to start using right away.</li> </ul>

#### Midterm Meeting

During the midterm meeting students will review letter grades that have been given by their instructors, share information about how the semester is going, and prepare to transition to program advisors.

How can the student prepare?	What will the student leave with?
<ul style="list-style-type: none"> <li>Record the meeting time and come to the meeting.</li> <li>Bring any questions or concerns about classes or program.</li> <li>Have an open mind.</li> <li>Bring syllabi for each class.</li> <li>Look at midterms grades on the student portal/CAMS.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of their program advisor and how to register for classes for next semester.</li> <li>When needed, an exploration of the appropriateness of their chosen area of study.</li> <li>When needed, a referral to tutoring or another campus office.</li> <li>Affirmation of one strategy or campus resource to continue using.</li> <li>At least one strategy or campus resource to start using right away.</li> </ul>