

King's College Academic Skills Center FAQ

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FAQ

What is the Academic Skills Center (ASC)?

ASC offers academic support services for ALL students including: TUTORING, LEARNING STRATEGY INSTRUCTION, and ACCOMMODATIONS/ ACCESSIBILITY for students with disabilities as requested. In addition, we have a Testing Center for students who have accommodations. We are open 8:00am-4:30pm with additional hours when possible.

How has COVID-19 impacted the services you provide to students?

The fall semester went well for our office, so in the interest of the health and safety of students, staff, and the entire campus community, the ASC will continue to provide all our services to students implementing the recommended protocols. More virtual/online offerings using video chat will be used because we value SEEING the faces of our students. Regular cleaning of surfaces will be priority in high touch areas and our Testing Center. Finally, to minimize contact, forms to request any service are now provided online and all contact with staff will require an appointment to avoid crowding in our office area. Any pencil or pen touched, if a student comes into our office for an appointment, will become the property of the student and will not be returned to our office supplies.

Where is the office and how do I speak with staff?

The Academic Skills Center (ASC) is in Mulligan Building room 94 near the campus Post Office. Like most college offices, we are encouraging students to make an appointment ahead of time. We will also see students who make an appointment only moments ahead of time if a slot is available. A student can call 570-208-5841 or email any staff to request an appointment- even if that call is made right outside the door to request an immediate appointment.

Some staff offer appointment apps/links for easy access to our calendar. Staff: Mrs. Sheri Yech, Director; Mr. Peter Charney, Tutor Coordinator; Mrs. Dawn Shedlarski, Learning Specialist/Workshops; Ms. Susan Urban, Administrative Assistant/ Testing Center. See [our webpage](#) or Moodle page for details- scroll to lower part of page.

How do I get a tutor?

Tutoring is offered in a virtual format Spring 2021 using Microsoft Teams, Zoom, GoBoard, or other similar platforms. To have a tutor session, a student will complete an online form. Different forms exist for Biology courses, Chemistry courses, McGowan School of Business/ Econ courses, Math courses, or one form for other lower demanded courses, such as History, Philo, Psych, Spanish, etc. Each student

can use up to 2 hours per week per course. No fees for services. Some tutees may be asked to meet with Mr. Charney to discuss more specifically the needs of the student to support the best tutor match or service offered. Contact Mr. Charney with all tutoring questions.

Please [see our webpage](#) or Moodle page for links.

If a tutor- tutee virtual connection is not productive or has its struggles, either student is encouraged to contact Mr. Peter Charney to explain the concerns and discuss alternate methods of support.

How can I improve my study habits, strategies, or time management while at King's College?

Any student can attend a Learning Strategy Workshop. In Spring 2021, as guidelines permit, a few topics will be offered in person and others will be offered virtual through a link on our web and Moodle pages. A workshop is typically 25-40 minutes taught by a seasoned learning specialist. The workshops review best practices, offer tips and strategies for the college environment, and can be the starting point before an individual session with a staff person or tutor. For an individual session to review any topic or just general study/reading/learning techniques, contact Dawn Shedlarski or Sheri Yech in the ASC.

Please see [our webpage](#) or Moodle page for a schedule of workshops and links.

What are accommodations and how do I get accommodations in college (Disability Services)?

Accommodations are methods put in place to support a student who has a medical condition, learning difference, ADHD, visual or hearing impairment, physical limitation, mental health diagnosis, or other. Examples of an accommodation are larger font on handouts, extra time on exams, testing out a classroom for a less distracting environment, note taking support, use of a service animal, permission to check cell phone in class for diabetic sugar levels, tile floor in residence hall room to avoid allergens, and many more. Some are temporary due to surgery or concussion.

A student begins to request accommodations by contacting the Disability Services Coordinator, Mrs. Sheri Yech and providing documentation from a physician, psychologist, licensed mental health provider, etc. A meeting is held to further discuss the student's strengths and accommodations. When approved for accommodations, a letter is written for the student to give to each instructor to inform them of the appropriate accommodations for his/her course. [See guidelines for documentation on our web page.](#)

The sooner the contact is made to start the process- the better. We look forward to meeting you!

If I am receiving accommodations for tests, how do I set up the test in the ASC Testing Center? Will testing areas be cleaned throughout the day?

To have a test proctored in the ASC Testing Center, a student will complete an online Test Request Form for EACH TEST at least 2 business days before the scheduled test (a Monday exam should be scheduled by Thursday the week prior). A test can be proctored in-person on campus or virtual using a student cell phone, Zoom, and the student's computer. The staff will send notice to the instructor and acquire a copy of the test. The student reports directly to the Testing Center at the time of the test. Accommodations

will be carried out, such as extra time, use of a computer, staff reader, less distracting environment, etc. Each student with approved testing accommodations will be sent the Test Request Form link in email and it is located also on our Academic Skills Center Moodle page.

*It is suggested if it is the first time a student is scheduling a test with our center, the student request a 10-minute appointment with Ms. Susan Urban so our staff can guide the student in deciding the appropriate test time especially when a student has back-to-back classes or questions.

Promptness is necessary for us to serve all students well while following guidelines for Re-opening during Covid-19. The Testing Center staff cannot permit a student to begin a test more than 15 minutes past the scheduled time. High touch areas will be cleaned regularly in the office and Testing Center. Cleaning will occur to the entire seat/desk when a student finishes using the seat before another student enters. Any pencil or pen touched will become the property of the student and will not be returned to our office supplies.