

OAKLAND UNIVERSITY

DEAN OF FRESHMEN'S OFFICE



Parents' Newsletter - 1 - June 1971

Services and Resources Available at Oakland University

Committed to maximizing opportunities for academic success and the realization of personal goals by all students at Oakland, the University provides many services and resources which can be used by students as they develop within the University. The purpose of this Newsletter is to briefly acquaint you with some of the supportive services available to your son or daughter.

ADVISING OFFICE

The Academic Advising Office provides a variety of services and resources for Oakland University students. The office coordinates the academic advising performed by the faculty in cooperation with the academic departments. It houses the offices of the Associate Dean for Student Affairs of the College of Arts and Sciences, the Dean of Freshmen, the Director of Orientation, and the Foreign Student Adviser. The office plans and executes the freshman and the transfer orientation programs and selects student and faculty advisers who in turn advise students about the curriculum, university requirements, and help in discussing over-all academic aspirations and programs. The office also provides information about study in foreign universities. The staff in the Advising Office is available to counsel students and is interested in assisting students with any matters related to their educational plans and progress.



ACADEMIC SUPPORT CENTER

In order to maximize a student's chances for success, support is available to complement and supplement the regular services of the University, and it is available to all Oakland University students. The Center is organized in such a way that a student may get assistance when he needs it and from competent and sensitive individuals.

Any student desiring tutorial assistance from a fellow student or from a professor is encouraged to visit the Center. Besides tutorial assistance in groups and individually, counseling is available and seminars will be conducted to parallel specified lecture courses.

COMPUTING CENTER

Many Oakland University classes have employed the computer as a tool to augment the learning processes. The learning environment is maintained in the Computing Center by student guides, staff assistance, and the software library facilities.

The student guide method of student program control has been established at the Computing Center over the years. Between 8:00 a.m. and 10:00 p.m. the guides are available for consultation in the keypunch room. They serve as check-in clerks when a student has a program ready to run, inspect the program for correct sequence and completeness of cards, and then place it in a Run Box. This Run Box is given to the Operations staff twice a day to be run on the computer. The programs and the output are then returned to the guide, who combines the output for each program with its corresponding cards and leaves it in a Return Box for the course in which the student is enrolled. The keypunch room is continuously open for the convenience of students.

FINANCIAL AIDS

Financial aid is available in the form of grants, loans, part-time employment, or a combination of these. The office of Financial Aid and On-Campus Student Employment, in Wilson Hall, is open from 8-12 and 1-5 daily. No appointment is necessary. All members of the Financial Aid Staff, Mrs. Gladys Rapoport, Ann Langnau, Karen Parker, Suzanne Phillips, and Marie Lyzer are available for individual help with financial planning and employment.

All students are eligible for consideration for on-campus student employment. Students seeking employment must prepare a W-4 form and an employment registration card. All employment is renewed each semester. Standard student pay at this time is \$1.60 per hour. Students may be employed up to 20 hours per week, depending upon the availability of the work.

HEALTH CENTER

The Graham Health Center is the University medical facility providing both physicians and nurses, as well as facilities for out-patient visits, laboratory analysis, and physical therapy. A twenty-bed infirmary is in operation from September through May. More serious medical problems are seen at the emergency room facilities in nearby hospitals.

All students are encouraged to have adequate medical coverage either through a family plan or through the University student insurance program. All foreign students must have adequate medical coverage.

Out-patient clinic hours are from 8:00 a.m. through 5:00 p.m. Physician's hours will be posted at the Health Center and other appropriate places on campus.

KRESGE LIBRARY

Kresge Library houses some 200,000 volumes and currently subscribes to approximately 2200 periodicals, providing most of the resource material needed by the undergraduate student, with additional sources available through the State Library and Inter-Library Loan Systems.

In addition to the general book collection there is a separate Science area, a Documents Department which is a depository for selected federal and state government publications, and the Matilda R. Wilson Memorial Collection of reference books. The Instructional Materials Center of the School of Education is located in the Library building. A specialized collection of materials in music, theatre, and dance is available in the library located in the Performing Arts Building. Much material is in microform, with viewing equipment provided. Photo-duplications of microform and of printed material is available at a nominal charge. Reference Librarians are on duty most of the Library's open hours to assist students, faculty and staff, and visitors in making the best use of all resources.

PLACEMENT AND CAREER ADVISING OFFICE

The Placement and Career Advising Office assists Oakland students--undergraduates, seniors, and alumni--in establishing long-range career goals commensurate with aptitude, interest, and experience, in investigating optimum career opportunities through a vocational guidance and placement orientation program, and in making contact with potential employers.

Students who desire personal assistance in evaluating various vocations and making appropriate career choices are invited to use the occupational guidance and counseling services provided by the professional staff of the Placement and Career Advising Office.

Students are encouraged to use the Vocational Materials in the Placement and Career Advising Office Libraries where information of a general nature is available describing requirements of various occupations and professions, as well as specific employment opportunities in industry, government, social services, and education.

The Placement and Career Advising Office assists graduating seniors and alumni in finding career-oriented employment by arranging interviews with many prospective employers who visit the campus for this purpose. A shelf of graduate school catalogs and information concerning graduate school financial aid is located in this office. This information is useful to students who are interested in continuing their formal education beyond the undergraduate level.

OFFICE OF PSYCHOLOGICAL SERVICES

The Office of Psychological Services (OPS) provides specialized counseling to students with personal problems who need help beyond that provided by the Advising Program and the Office of Student Affairs. It is staffed with clinical psychologists trained in the evaluation, assessment, and treatment of psychological and adjustment problems of students.

The problems students bring to OPS are extremely varied, both in content and severity. They may be limited decision-making issues of academic or vocational choice, or they may involve complex personal, marital, or family situations. Students may come because they are experiencing mild anxiety or more severe distress. In short, OPS deals with a cross-section of the many problems experienced by college students.

This service is completely voluntary and after the initial interview, if further help is indicated, the student is usually seen for interviews once a week. When the need is more acute, a student may be seen more often until the period of emergency is over. Personal material discussed during an appointment will be kept strictly confidential and no information obtained by OPS staff will become part of a student's university record.

UNIVERSITY READING CENTER

The University Reading Center organizes small group courses concerned with the development of reading and study skills at the beginning and middle of each semester. A course meets three hours each week for six weeks, at a time convenient for the students involved. There are no fees for this service. Students can register for the course at the office of the Reading Center, 170 Dodge Hall. Classes are small, thus, approximately 144 students are involved each semester.

The instructional strategies provided give the students opportunities to work on those skills most needed for improving the efficiency and effectiveness of learning in their course of study. Areas of concern in the past have included speed reading, vocabulary development, methods of remembering and concentrating, and many other topics. The Reading Center provides personal counseling on academic problems upon request.

WRITING CENTER

The Writing Center offers individual and small group tutoring for students who wish to improve their writing competence. Members of the English faculty and their staff of undergraduate assistants accept students who enroll themselves in the Center and students who are referred by Exploratory instructors or academic advisers. Because of staff limitations, the tutoring service is available primarily to freshmen.

