

GUIDE

TO ACADEMIC SERVICES



COLLEGE OF ARTS & SCIENCES

2009-2010

CENTER FOR ACADEMIC SERVICES

ONE MESERVE HALL
617-373-3980
CAS@NEU.EDU

Mission of the Center for Academic Services

In the College of Arts and Sciences, the Center for Academic Services (One Meserve Hall) is a central place where undergraduate students can go first with all academic questions. We are committed to providing students with the assistance they need, whether it be in our office or by referring them to one of our academic departments or the correct University office. Our goal is to help students navigate the University and to clear the pathway for them to attain academic success.

The Center for Academic Services

The specific academic support services and programs offered by the Center are briefly described below. For more information, please visit the appropriate section of the College of Arts and Sciences website: <http://www.northeastern.edu/cas/undergraduate>

Advising

Academic advising is an ongoing process that engages students in educational planning consistent with their academic strengths and personal and career goals. In the College of Arts and Sciences, this student-centered advising process involves an active partnership among students, academic advisors (i.e. dean's office advisors), faculty advisors (i.e. major or department advisors) and co-op advisors. Academic advisors, located in the Center, provide general guidance on academic matters and guide students in their progress from orientation through graduation. Faculty advisors, in the College's academic departments, advise and mentor students and function as the students' main connection with their major. Co-op advisors, also located in the College's academic departments, advise and mentor students in the preparation, placement, and working phases of the co-op cycle. To arrange an appointment with your Academic Advisor in the Center, please call 617 373-3980 or go to One Meserve. To see a faculty advisor or co-op advisor, please contact the appropriate department using the directory information at the end of this guide.

Tutoring

The College of Arts and Sciences Tutoring Program strives to meet the academic needs of undergraduate students by providing a wide range of tutoring services for many courses offered in the College. The goal of the tutoring program is to promote independent and active learning among students and to have a direct and positive effect on improving their academic achievement. To contact the College's Tutoring Program, please call 617 373-8931 or go to 31 Meserve.

Program for Undeclared Students

The goal of the Undeclared Program is to provide students with the support and resources needed to help with the decision-making process of choosing a major by the end of the freshman year or beginning of the sophomore year. The program consists of three components: strong one-on-one academic advising; a first-year seminar course, *Connections and Decisions*; learning communities; and co-curricular programming devoted to providing information about majors and career paths.

Academic Advancement Program

The Academic Advancement Program (AAP) assists College of Arts and Sciences students who are on academic probation. Following an individualized plan, students take advantage of advising, tutoring, skills-building, and self-reflection as a means of returning to good academic standing. Regular meetings with an AAP advisor are a focus of the program.

Peer Programs

The Center offers students the opportunity to become involved in a range of peer programs, including Peer Advising Liaisons (PALs), students who assist the Academic Advisors in the Center during peak advising times; Peer Mentors, students who mentor and assist undeclared freshmen; Peer Tutors, students who tutor other students in a wide range of courses in the College; and Peer Instructors, students who assist in providing instruction in the *Connections and Decisions* course, the freshman seminar for undeclared students. These programs provide an opportunity for students to gain experience working in an academic setting, as well as greater access to academic advising resources and connections to other University resources and communities. Some peer positions are paid and others are volunteer.

General Studies Program

The General Studies Program is a one-year, full-time academic program for selected first-year students who are likely to excel in small, structured, and rigorous learning environments. General Studies is committed to creating a sense of community and support for its students through learning communities; academic courses taught by selected faculty; a first-year seminar, *Strategic Thinking and Learning* taught by a student's advisor; one-on-one advising, and peer tutoring. General Studies faculty work closely together as a team to monitor their students' progress and to support students in their success into the sophomore year. To contact the General Studies Program, please call 617 373-2415 or go to 31 Meserve.

Experiential Learning

Integrating classroom study and experiential learning is a cornerstone of the Northeastern undergraduate experience. The Center for Academic Services is the place to come to learn more about the many opportunities and ways to fulfill the Experiential Learning requirement, including: cooperative education, undergraduate research, service-learning, selected global experiences, and more. Students may also apply to the Center for support of their experiential learning projects. Two types of grants are offered: Faculty/Undergraduate Research Initiative (FURI) grants and College of Arts and Sciences Experiential Learning Grants (ELG). For more detailed information on experiential learning opportunities go to <http://www.neu.edu/cas/experiential/index.html>, and for more information on the College's two experiential learning grants, go to <http://www.neu.edu/cas/undergraduate/scholarships.html>

Center Staff (to contact staff, please call 617-373 plus four-digit extension listed below)

Administration

Mary Mello, MA, Director of Academic Student Services, m.mello@neu.edu, x4369
Adam Smith, MBA, Associate Director of Academic Student Services, a.smith@neu.edu, x4363
Tina Kondopoulos, MA, MBA, Senior Associate Director for Tutoring, t.kondopoulos@neu.edu, x7670
Lynn Dornink, MA, Associate Director for the General Studies Program, l.dornink@neu.edu, x2415
Sally Solomon, MS, Academic Advancement Program, s.solomon@neu.edu, x7898
Helena Prezio, MFA, Academic Coordinator, h.prezio@neu.edu, x4822
Margaret Loscuito, BS, Staff Assistant II, m.loscuito@neu.edu, x3980

Academic Advising for Arts and Sciences Students

Katie Cameron, MA, k.cameron@neu.edu, x8382
Jeremy Casson, MEd, j.casson@neu.edu, x5469
Kim Irmiter, MA, Coordinator of the Program for Undeclared Students,
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Kate Farnham, MEd, k.farnham@neu.edu, x8351
Gail Leclerc, MEd, g.leclerc@neu.edu, x4367
Dave Merry, MA, d.merry@neu.edu, x8390
Justin Repici, MBA, j.repici@neu.edu, x8385
Meaghan Sinclair, MA, m.sinclair@neu.edu, x7943
Jan Swindlehurst, MFA, Coordinator of the Program for Undeclared Students,
j.swindlehurst@neu.edu, x4364
Greg Zuch, MA, g.zuch@neu.edu, x7942

Advising for General Studies Program Students

Lynn Barnet, MA, Academic Specialist, l.barnet@neu.edu, x8208
Susan Freid, MEd, Student Development Specialist, s.freid@neu.edu, x8229
Norma Rosin, MEd, Student Development Specialist, n.rosin@neu.edu, x8204

Experiential Learning

Craig Bettinson, MEd, Director of Cooperative Education, cr.bettinson@neu.edu, x4261
Justin Repici, MBA, Experiential Education Coordinator, j.repici@neu.edu, x8385

Advising Contact Information

Major	Office	Ext.	Head Faculty Advisor	Chair/Director	Dean's Office Advisor	Co-op Coordinator
African-American Studies	132 NI	3148	Emmett Price x7700 e.price@neu.edu	Emmett Price x7700 e.price@neu.edu	Dave Merry x8390 d.merry@neu.edu	Kari Borowiecki Office: 377B HO x3407 k.borowiecki@neu.edu
Architecture	151 RY	4637	Roy Kozlovsky x7263 r.kozlovsky@neu.edu	George Thrush x2083 g.thrush@neu.edu	Katie Cameron x8382 Last Names A-K k.cameron@neu.edu Meaghan Sinclair x7943 Last Names L-Z m.sinclair@neu.edu	Lynn Burke x3462 Office: 151 Ryder l.burke@neu.edu
Art + Design	239 RY	2347	Tom Starr x5286 t.starr@neu.edu	Isabel Meirelles x7926 – interim m.meirelles@neu.edu	Greg Zuch x7942 g.zuch@neu.edu	Ann Galligan x3439 Office: 317 RY a.galligan@neu.edu
Asian Studies	207 ME	4449	Christina Gilmartin x4449 c.gilmartin@neu.edu	Laura Frader x4442 l.frader@neu.edu	Gail Leclerc x4367 g.leclerc@neu.edu	TBA
ASL-English Interpreting	400 ME (TTY)	3064 3067	Dennis Cokely x3064 d.cokely@neu.edu	Dennis Cokely x3067 d.cokely@neu.edu	Dave Merry x8390 d.merry@neu.edu	Nancy Geoffrion x3453 Office: 43 LA n.geoffrion@neu.edu
Behavioral Neuroscience	443 RI	2260	Fred Davis x4039 f.davis@neu.edu	Fred Davis x4039 f.davis@neu.edu Rhea Eskew x3793 r.eskew@neu.edu	Kate Farnham x8351 k.farnham@neu.edu	Judith Woolfson x2563 Office: 413B MU j.woolfson@neu.edu
Biology	134 MU	2260	Kostia Bergman x3496 k.bergman@neu.edu tinyurl.com/2eregu	Fred Davis x4039 f.davis@neu.edu tinyurl.com/2eregu	Jeremy Casson x5469 j.casson@neu.edu	Veronica Porter x3471 Office: 413A MU v.porter@neu.edu Remi Ibraheem x4714 Office: 413A MU r.ibraheem@neu.edu
Biochemistry	102 HT	2260	David Budil x2369 d.budil@neu.edu tinyurl.com/2eregu	David Budil x2369 d.budil@neu.edu tinyurl.com/2eregu	Jeremy Casson x5469 j.casson@neu.edu	Veronica Porter x3471 Office: 413A MU v.porter@neu.edu
Chemistry	102 HT	2822	Jordan Swift x4498 j.swift@neu.edu	Graham Jones x8619 gr.jones@neu.edu	Jordan Swift x4498 j.swift@neu.edu	Jordan Swift x4498 Office: 102 HT j.swift@neu.edu
Cinema Studies Dual Majors	225 HO	3654	Inez Hedges x3654 i.hedges@neu.edu	Inez Hedges x3654 i.hedges@neu.edu	See advisor in your dual major department	See co-op coordinator in Your dual major department
Communication Studies	101 LA	5517	Rich Katula x5040 r.katula@neu.edu	Tom Nakayama t.nakayama@neu.edu	Katie Cameron x8382 Last Names A-K k.cameron@neu.edu Meaghan Sinclair x7943 Last Names L-Z m.sinclair@neu.edu	William Jackson (A-J) Office: 202 HO x3210 w.jackson@neu.edu Jacqueline Sweeney (K-Sh) Office: 237 HO x3409 j.sweeney@neu.edu Pamela Goodale (Si-Z) Office: 417 HO x3423 p.goodale@neu.edu
Cultural Anthropology	500 HO	2686	Alan Klein x4985 a.klein@neu.edu	Steve Vallas x2687 s.vallas@neu.edu	Kate Farnham x8351 k.farnham@neu.edu	Lisa Worsh x4773 Office: 579 HO l.worsh@neu.edu
Dual Majors				See advisors in both departments	Call x3980 to determine appropriate advisor	See coordinator in either department
Economics	301 LA	2882	Neil Alper x2839 n.alper@neu.edu	Steven Morrison x2873 s.morrison@neu.edu	Justin Repici x8385 j.repici@neu.edu	Linnea Basu x2435 Office: 17 LA l.basu@neu.edu

Major	Office	Ext.	Head Faculty Advisor	Chair/Director	Dean's Office Advisor	Co-op Coordinator
Education Programs	26 NI	4216	Holly Carter x4153 h.carter@neu.edu	Holly Carter x4153 h.carter@neu.edu	See advisor for your primary major	Nancy Geoffrion x3453 Office: 43 LA n.geoffrion@neu.edu
English	406 HO	2512	Beth Britt x5170 e.britt@neu.edu	Laura Green x8577 la.green@neu.edu	Katie Cameron x8382 Last Names A-K k.cameron@neu.edu Meaghan Sinclair x7943 Last Names L-Z m.sinclair@neu.edu	Pamela Goodale x3423 Office: 417 HO p.goodale@neu.edu
Environmental Studies	14 HO	3039	Jennifer Rivers Cole x3039 j.cole@neu.edu	Jennifer Rivers Cole x3039 j.cole@neu.edu	Jeremy Casson x5469 j.casson@neu.edu	William Wray x4210 Office: 377A HO w.wray@neu.edu
Environmental Science	14 HO	3176	Mal Hill x4377 m.hill@neu.edu	Mal Hill x4377 m.hill@neu.edu	Jeremy Casson x5469 j.casson@neu.edu	Remi Ibraheem x4714 Office: 13 HO r.ibraheem@neu.edu
History	249 ME	2660	Bill Fowler x5236 w.fowler@neu.edu	Laura Frader x4442 l.frader@neu.edu	Dave Merry x8390 d.merry@neu.edu	Kari Borowiecki Office: 377B HO x3407 k.borowiecki@neu.edu
Human Services	587 HO	2624	Lori Gardinier x5918 l.gardinier@neu.edu	Lori Gardinier x5918 l.gardinier@neu.edu	Dave Merry x8390 d.merry@neu.edu	Lisa Worsh x4773 Office: 579 HO l.worsh@neu.edu
Interdisciplinary Studies	1 NI	2427	Ann Grenell x2427 a.grenell@neu.edu	Gerald Herman x4441 g.herman@neu.edu	N/A	N/A
International Affairs	270 HO	5472	Kimberly Jones x8203 k.jones@neu.edu	Denis Sullivan x4409 d.sullivan@neu.edu	Gail Leclerc x4367 g.leclerc@neu.edu	Joani Lamachia 265 HO j.lamachia@neu.edu
Jewish Studies and Religion	360 HO	3636	Jennifer Sartori x7045 j.sartori@neu.edu	Jim Ross x8701 j.ross@neu.edu	Dave Merry x8390 d.merry@neu.edu	Lisa Worsh x4773 (interim) Office: 579 HO l.worsh@neu.edu
Journalism	102 LA	3236	Dan Kennedy x5187 da.kennedy@neu.edu	Stephen Burgard x3238 s.burgard@neu.edu	Katie Cameron x8382 Last Names A-K k.cameron@neu.edu Meaghan Sinclair x7943 Last Names L-Z m.sinclair@neu.edu	Kellianne Murphy x3412 Office: 117 HO k.murphy@neu.edu
Law, Policy and Society	337 HO	3644	Joan Fitzgerald x3644 jo.fitzgerald@neu.edu	Joan Fitzgerald x3644 jo.fitzgerald@neu.edu	N/A	N/A
Linguistics	563 HO	4553	Heather Littlefield x4553 h.littlefield@neu.edu	Janet Randall x3678 j.randall@neu.edu	Gail Leclerc x4367 g.leclerc@neu.edu	Charlotte Lam x3456 Office: 151 NI c.lam@neu.edu
Mathematics	567 LA	2450	Solomon Jekel x5639 s.jekel@neu.edu	Rick Porter x5635 r.porter@neu.edu	Justin Repici x8385 j.repici@neu.edu	Karyn Rosen x2736 Office: 015 LA k.rosen@neu.edu
Modern Languages - Spanish	400 ME	2234	Stephen Sadow x4324 s.sadow@neu.edu	Dennis Cokely x3064 d.cokely@neu.edu	Dave Merry x8390 d.merry@neu.edu	Nancy Geoffrion x3453 Office: 43 LA n.geoffrion@neu.edu
Music	351 RY	2440	Allen Feinstein x2442 a.feinstein@neu.edu	Anthony DeRitis x3914 a.deritis@neu.edu	Greg Zuch x7942 g.zuch@neu.edu	Craig Bettinson x4261 Office: 337F RY cr.bettinson@neu.edu
Philosophy	360 HO	3636	Michael Meyer x4168 m.meyer@neu.edu	Susan Setta x7699 s.setta@neu.edu	Dave Merry x8390 d.merry@neu.edu	William Wray x4210 Office: 377A HO w.wray@neu.edu
Physics, Applied Physics, Biomedical Physics	111 DA	2902	Don Heiman x2912 d.heiman@neu.edu	Sri Sridhar x2930 physics_chair@neu.edu	Justin Repici x8385 j.repici@neu.edu	Karyn Rosen x2736 Office: 015 LA k.rosen@neu.edu

Major	Office	Ext.	Head Faculty Advisor	Chair/Director	Dean's Office Advisor	Co-op Coordinator
Political Science	300 ME	2796	Suzanne Ogden x4408 s.ogden@neu.edu Minors: Barbara Chin x2796 b.chin@neu.edu	John Portz x3391 j.portz@neu.edu	Gail Leclerc x4367 g.leclerc@neu.edu	Kari Borowiecki (A-F) Office: 377B HO x 3407 k.borowiecki@neu.edu William Wray (G-Z) Office: 377A HO x4210 w.wray@neu.edu
Psychology	125 NI	3076	Dan Quinn x3017 d.quinn@neu.edu Experiential Education Advisor: Perrin Cohen x3049 p.cohen@neu.edu	Rhea Eskew x3793 r.eskew@neu.edu	Kate Farnham x8351 k.farnham@neu.edu Dave Merry x8390 d.merry@neu.edu	Charlotte Lam (A-K) Office: 154 NI x3456 c.lam@neu.edu Michelle Israel (L-Z) Office: 151 NI x3464 m.israel@neu.edu
Religious Studies	360 HO	3636	Susan Setta x7699 s.setta@neu.edu	Susan Setta x7699 s.setta@neu.edu	Dave Merry x8390 d.merry@neu.edu	William Wray x4210 Office: 377A HO w.wray@neu.edu
Sociology	500 HO	2686	Tony Jones x4981 t.jones@neu.edu	Steve Vallas x2687 s.vallas@neu.edu	Kate Farnham x8351 k.farnham@neu.edu	Lisa Worsh x4773 Office: 579 HO l.worsh@neu.edu
Theatre	180 RY	2244	Fall: Janet Bobcean x4152 ja.bobcean@neu.edu Spring: Nancy Kindelan x4150 n.kindelan@neu.edu	Janet Bobcean x4152 ja.bobcean@neu.edu	Greg Zuch x7942 g.zuch@neu.edu	Nancy Geoffrion x3453 Office: 43 LA n.geoffrion@neu.edu
Undeclared	001 ME	3980	N/A	N/A	Jan Swindlehurst x4364 j.swindlehurst@neu.edu Kim Irmiter x5279 k.irmiter@neu.edu	Craig Bettinson x4261 Office: 337F RY cr.bettinson@neu.edu

Useful Websites

University Catalog - www.neu.edu/registrar/catsugd.html

University Student Handbook/Planner - www.neu.edu/admissions/undergradhandbook/

Registrar's Office - www.neu.edu/registrar

Cooperative Education - www.neu.edu/coop

Career Services - www.neu.edu/careerservices

Honors Program - www.honors.neu.edu

International Study Programs - www.neu.edu/oisp

University-Wide Academic Assistance Resources - www.myneuacademicguide.neu.edu

Health and Counseling Services - www.neu.edu/uhrs

Student Conduct and Conflict Resolution - www.neu.edu/osccr

Disability Resource Center - www.drc.neu.edu