

# ACADEMIC RESOURCES

## Academic Support Services

### Academic Student Advocate

The academic student advocate, located in Frost House (<https://campus.plymouth.edu/frost-house/>), provides advice, guidance, and support for students in matters that may affect their academic standing or progress toward a degree. The academic student advocate works collaboratively with other campus offices to resolve both simple and complex issues in a timely and efficient manner, and may be consulted for issues such as taking a leave of absence or withdrawing from PSU, grade disputes, student absences, classroom concerns, or allegations of violating the Academic Integrity Policy.

### Writing Center

The Writing Center (<https://campus.plymouth.edu/writing-center/>) offers friendly support to writers of all abilities. Professional and student consultants are available for individualized conferences. Students may use the Center's services as they work on writing for courses from all departments. Writers frequently visit to get feedback on drafts in progress, but they also visit for other reasons, such as to discuss a new assignment, learn about a type of writing they have never done before, or prepare academic speeches and presentations. The Center is located on the lower level of Lamson Library and Learning Commons.

### Campus Accessibility Services

Campus Accessibility Services (CAS) (<https://www.plymouth.edu/current-students/student-success/accessibility-services/>) provides services to students with documented disabilities to ensure that all academic activities and programs are accessible. Through partnerships with students, faculty, and staff, CAS promotes self-determination and self-advocacy to provide opportunities for academic success. Campus Accessibility Services is located in Speare 210.

### Plymouth Academic Support Services (PASS)

The primary goal of Plymouth Academic Support Services (<https://www.plymouth.edu/current-students/student-success/academic-support/>) is to collaborate with undergraduate students in becoming efficient, independent learners. Our program components of **TRIO Student Support Services** and **Tutoring** are designed to engage students in developing effective learning strategies and skills to enable them to enjoy academic success and graduate from Plymouth State University. The PASS Office is located in Speare 209.

### TRIO Student Support Services

TRIO Student Support Services (SSS) (<https://www.plymouth.edu/centers/plymouth-academic-support-services/>) is a federally-funded program designed to increase the college retention and graduation rates of its participants – students who are first generation (neither parent graduated with Bachelor's degree), income eligible, or have a disability. SSS provides opportunities for academic development, assists students with basic college requirements, and motivates students toward the successful completion of their postsecondary education.

### Tutoring

Tutoring (<https://www.plymouth.edu/current-students/student-success/academic-support/academic-support/tutoring-services/>) is an individual, student-directed mode of learning and is open to all undergraduate students. Subject-specific Tutoring and Study Skills Tutoring (time management, exam preparation, note taking, etc.) are offered in one-on-

one sessions or in small groups. Tutors are highly motivated students who have been referred by faculty and who have a minimum 3.0 GPA.

## myPlymouth

Active, registered students will be expected to use the [my.plymouth.edu](https://my.plymouth.edu) (<https://my.usnh.edu/dashboard/>) portal as their connection to academic, personal, and administrative information about Plymouth State University. Once logged into myPlymouth, the student will go to the Tools section on the left-hand menu, and select Student Services. The path to the Self-Service options (to conduct a variety of business and access several student academic items such as grades) are housed within the student's Student Profile.

myPlymouth is accessible from any computer with Internet access, on campus or off. A user name and password are required to access the system. This information is typically provided to new students during the admission process. Students are especially encouraged to consult myPlymouth when planning their new semester schedules to get the most current information about which courses are available and which are closed.

It is also important that students check their schedules prior to the end of the add/drop period each semester. **Students can avoid receiving an unnecessary failing grade (AF) by dropping courses they are not attending before the drop deadline** (deadlines are found in the Academic Calendar (<https://campus.plymouth.edu/registrar/academic-calendar-and-exam-schedules/>)). Likewise, students can ensure that they are registered for courses in which they are participating by adding them to their schedules before the add deadline has passed and ensuring credits for variable credit courses (<https://www.plymouth.edu/sites/default/files/media/2023-08/variable-credit-courses-8-30-23.pdf>) are accurate.

## Degree Works

Enrolled students at Plymouth State University have real-time access, through myPlymouth, to a computerized view of their progress toward completion of degree requirements. Degree Works pairs the courses a student has taken (or officially transferred) to the general education requirements and the specific requirements of their major. In-progress coursework is noted as such - and *does NOT count as earned until graded*. Degree Works also notes the area of study, credits earned, and grade point average as well as all courses taken or transferred to Plymouth.

Degree Works is an important tool for students as they begin to plan their academic schedule. When students access Degree Works, they also have the option of choosing different majors and options for assessment against the courses they have taken. This feature is known as the "What-If" Analysis. It provides an opportunity to see the influence that any potential change(s) may have on a projected completion date. For questions concerning Degree Works, students should contact their academic advisor or the registrar's office (<https://www.plymouth.edu/registrar/>).

### Degree Reviews

Students who have earned 60 credits become part of the graduation review process. Students with a declared major receive an e-mail from the Degree Completion Advisor in Academic and Career Advising Center, directing them to their Degree Works evaluation. The evaluation, **determined on the date of review**, contains a listing of outstanding degree requirements that still need to be met. Students may also meet with the staff in the Center to review their remaining course requirements and plan

for future semesters. Students are expected to review their Degree Works on a regular basis to remain aware of their progress to degree.

## Global Engagement Office (GEO)

The Global Engagement Office (<https://www.plymouth.edu/current-students/study-abroad/>) (GEO) is located in the IDEA Center on the second floor, and serves the entire Plymouth State University community in promoting global awareness through a variety of activities and services that support PSU's global initiatives. GEO provides International Student Service and Study Away programs, and promotes global on-campus happenings.

### International Student Services

GEO offers a central location where international students receive advising regarding immigration responsibilities and issues, referral to appropriate campus resources, and academic and social programming. GEO also encourages students' participation in such programs as the International Students Orientation, Global Ambassadors, and International Education Week.

### Study Abroad

There are many opportunities for Plymouth State University students to study through program offerings throughout the globe. Study abroad opportunities include: a semester and/or an academic year abroad; January and summer terms; international internships; exchanges, and in the future there will be short-term trips/courses led by PSU (or affiliated) faculty.

**The two types of programs that we offer for most semester and year programs are the following:**

#### Provider Partners

Provider Partners give students the most options for studying away. They give hands-on service from applications to the first day in country, then when returning to the USA. The Global Engagement Office works with the providers who give access to universities across the world for semester, year, or summer/January programs.

#### International Exchange Partner

Plymouth State University has bilateral exchange agreements with the University of Southeastern Norway, Bo, Norway. With this exchange partner, PSU students pay their PSU tuition and room/meals associated with their specific exchange program for one semester or one year.

### Study Abroad Requirements

Students must apply and be approved to study away through GEO to remain an active, enrolled Plymouth State University student. Students may participate in study abroad programs if they are in acceptable financial and judicial standing at Plymouth State University, and have earned a cumulative 2.50 (minimum) grade point average at the time of application and before departure. Planning for study abroad generally should be started **at least one year in advance**. The team in the GEO is available to assist students who want to explore study abroad opportunities, evaluate specific program options, estimate costs, and to plan for their trip. The GEO team also assists students with processing essential paperwork including applications, course registration forms, course approval forms, and pre-departure materials. Initial Course Planning forms must be approved by the students' academic programs and the Registrar's Office *prior to the student's departure date*. If the student needs to change a course(s), the student should submit a new Course Planning form to the Registrar's Office ([psu-registrar@plymouth.edu](mailto:psu-registrar@plymouth.edu) ([Psu-registrar@plymouth.edu](mailto:Psu-registrar@plymouth.edu))) as soon as

possible. Students should work closely with their academic advisors as they plan and implement their study away programs to maintain progress towards completion of their degrees.

## Lamson Library and Learning Commons

The Herbert H. Lamson Library and Learning Commons, built in 1964, reopened in January 1998 following a major renovation and expansion. The library, a three-story, 90,000-square-foot facility, takes advantage of PSU's beautiful mountain views to the north and east. It is a popular and pleasant place for students to socialize and study. For additional information, please visit [library.plymouth.edu](http://library.plymouth.edu) (<http://library.plymouth.edu/>).

In addition to abundant collaborative and individual study space for students and storage capacity for 450,000 volumes of print materials, the library also houses the Michael J. Spinelli Jr. Center for University Archives and Special Collections, classrooms for library instruction, student computers, exhibition space, classrooms, meeting rooms, a media studio, a stage and performance area, and group study rooms. The library is wireless, allowing online access throughout the building. The library's current collection includes more than 350,000 cataloged print and non-print items. The library provides access to a variety of subscription databases, online and print journals, and e-books. All online resources are accessible to PSU students, faculty, and staff, both on and off campus. In addition to online and face-to-face research assistance, librarians provide classroom instruction in the effective use of library resources. The library provides, at no charge to students, document delivery service for book and journal materials not owned by Lamson Library. As a member of the New Hampshire College and University Council (NHCUC), PSU allows students to have borrowing privileges at other college libraries in the state.

Lamson is also home to the Writing Center, the Interdisciplinary Studies program, the Open Learning & Teaching Collaborative, the Commons Café, and an IT equipment depot that allows students, staff, and faculty to borrow media production equipment.

## The Open Learning & Teaching Collaborative

The Open Learning & Teaching Collaborative is a dynamic hub for innovative teaching and learning and a community-driven approach to academic professional development. The Open CoLab is focused on: supporting PSU faculty and staff as they design student-centered educational environments with special emphasis on interdisciplinarity, project-based learning, and open education; developing practical and creative possibilities for pedagogical innovation within an integrated academic environment; and inspiring a national conversation about how to build accessible, empowering, and sustainable public learning ecosystems for the 21st century.

## Academic and Career Advising Center

The Academic and Career Advising Center is the place for students to go for academic and career advising, academic support services, degree planning, and other services to enhance their educational experience inside and outside of the classroom. By advocating for and connecting students with academic resources and opportunities, the Academic and Career Advising Center focuses on helping students get the most from their experience at Plymouth State University and beyond. The center also provides counsel to students in academic difficulty on the best and fastest way to return to good academic standing.

## Academic Advising

Prior to the start of Plymouth State, students are assigned an advisor who will help the student navigate their time here at PSU. They will be a resource for course selection, major, minor, and career exploration, as well as a mentor for emotional and social wellbeing. Advisors are a great resource for students to get the most out of their experience at Plymouth State University. It is expected that students will engage with their advisor on a regular basis to not only establish a good connection but also stay on a course that leads to student success and timely graduation.

Advisors provide students with information concerning alternatives, limitations, and possible outcomes of academic choices and help solve problems that arise in relation to academic work. It is the students' responsibility to ensure that they are making adequate progress toward meeting the requirements of the degree program they have chosen. For questions concerning academic advising, please contact the Academic and Career Advising Center.

The weeks preceding registration are when students must meet with their advisors to plan their next semester's schedule of classes. Students should examine the online schedule of classes and consult Planner and Degree Works to determine a tentative schedule. After discussing the plan with the advisor, students will receive their web reg PIN, which is needed to access the online registration system in myPlymouth.

Some courses are offered every semester, others once a year, and others only every other year. Because of this, and because students need to take some courses before taking others, students should plan, in consultation with their advisors, a four-year sequence of courses that meets their degree program requirements. The recommended year to take courses within the major program of study is noted in the Academic Catalog within the descriptions of most majors and options.

**Undeclared students** will be assigned an Academic and Career Advisor. Students will meet frequently with their advisor to help explore different majors and career options in order to find a path that excites students and aligns with their future goals.

**To change advisors**, students should contact the Academic and Career Advising Center after securing the approval of the new advisor. No forms are required. When students declare a major or change their major, a new advisor representing that major is either assigned or chosen by the student.

## Career Development

Career Development ([https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Funiversitysystemnh.sharepoint.com%2Fsites%2FPSUAcademicandCareerAdvisingCtr%2FSitePages%2FAdvising\(1\).aspx&data=05%7C02%7Cmoconnor9%40plymouth.edu%7Cdfa2a96477984793aea408dc387e6a44%7Cd6241893512d46dc8d2bbe4%7CTWFpbGZsb3d8eyJWljojMC4wLjAwMDAiLCJQljojV2luMzliLCJBTiI6IklhaWw%7C0%7C%7C&sdata=1IlgQn70BEftosjQPSiQZN9ndQ84Pa3NH4cRT2cR%2FJh4%3D&reserved=0](https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Funiversitysystemnh.sharepoint.com%2Fsites%2FPSUAcademicandCareerAdvisingCtr%2FSitePages%2FAdvising(1).aspx&data=05%7C02%7Cmoconnor9%40plymouth.edu%7Cdfa2a96477984793aea408dc387e6a44%7Cd6241893512d46dc8d2bbe4%7CTWFpbGZsb3d8eyJWljojMC4wLjAwMDAiLCJQljojV2luMzliLCJBTiI6IklhaWw%7C0%7C%7C&sdata=1IlgQn70BEftosjQPSiQZN9ndQ84Pa3NH4cRT2cR%2FJh4%3D&reserved=0)) provides comprehensive resources and services to all Plymouth State University students and alumni aimed at positioning students and alumni for career success. Professional staff and Academic & Career Peer Advisors provide advising and programmatic services that support students and alumni in a variety of career-related needs including major and career exploration, resume and cover letter development, job/internship search, interview preparation, networking support, graduate school planning, and more. Throughout the

academic year, Career Development hosts a variety of employer events including career fairs, employer information sessions, and career training programs. Additionally, Career Development hosts career exploration, career readiness, and career planning sessions for student organizations, academic courses, and student affinity groups (athletes, TRiO, Veterans, etc.)

Career Development is committed to supporting our students and alumni on their career journeys. To learn more about CD resources, programs, and how we can help, the office is located in Speare 108, visit here ([https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Funiversitysystemnh.sharepoint.com%2Fsites%2FPSUAcademicandCareerAdvisingCtr%2FSitePages%2FAdvising\(1\).aspx&data=05%7C02%7Cmoconnor9%40plymouth.edu%7Cdfa2a96477984793aea408dc387e6a44%7Cd6241893512d46dc8d2bbe47e25f5%7CTWFpbGZsb3d8eyJWljojMC4wLjAwMDAiLCJQljojV2luMzliLCJBTiI6IklhaWw%7C0%7C%7C&sdata=qtvArNuydIVJ7JNQ%2B%2B5P5RcRx5wa7SH7E5Tcmroil3g%3D&reserved=0](https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Funiversitysystemnh.sharepoint.com%2Fsites%2FPSUAcademicandCareerAdvisingCtr%2FSitePages%2FAdvising(1).aspx&data=05%7C02%7Cmoconnor9%40plymouth.edu%7Cdfa2a96477984793aea408dc387e6a44%7Cd6241893512d46dc8d2bbe47e25f5%7CTWFpbGZsb3d8eyJWljojMC4wLjAwMDAiLCJQljojV2luMzliLCJBTiI6IklhaWw%7C0%7C%7C&sdata=qtvArNuydIVJ7JNQ%2B%2B5P5RcRx5wa7SH7E5Tcmroil3g%3D&reserved=0)) or email [career.development@plymouth.edu](mailto:career.development@plymouth.edu), or call (603) 535-3065.

### Career Discovery

The Career Discovery Program is a set of five courses designed to help students develop relevant life, career, and workplace knowledge and skills. Students can begin their career development through the courses listed below, and as they approach graduation they can utilize the Career Development staff and resources to put their degree to work. These courses do not constitute a logical or required sequence of coursework, rather, they cover a variety of areas that may be of more or less value to individual students. In consultation with their advisor, students should examine their own personal career goals, knowledge, and skills and evaluate which of these courses, if any, might be of significant personal value. The courses and their essential contributions to the Career Discovery Program are listed below. For further information, see the course descriptions later in this catalog.

Course	Purpose
Organizational Communications (BU 2290)	Develops skills in professional writing, interpersonal communication, and formal presentation skills, based on the expectations of employers.
Career Exploration (BUDI 2650)	Facilitates selection of a college major and explores post-graduation occupational possibilities.
Organizational Behavior (BU 3420)	Develops skills in individual, interpersonal, and team behavior designed to promote success in the workplace.
Career Development (BU 3720)	Develops an understanding of the characteristics and expectations of the work world, as well as skills in career planning, personal wellness, occupational choice, and job search.
Professional Employment (BU 4650)	Develops skills needed to succeed in the professional workplace, including professional behavior, networking, and job search.

### Career Discovery

The Career Discovery Program focuses on the development of knowledge and skills relevant to workplace success in the context of individual courses. It is not designed to provide individual career counseling or ongoing assistance in the management of a job search or personal career transitions. Such individualized career services are best provided through the Academic and Career Advising Center.