

UK Student Academic Services Fall 2012-2013

Academic Ombud Services

109 Bradley Hall, (859) 257-3737, www.uky.edu/Ombud

The University Ombudsman is a faculty member who listens to students with academic problems and tries to bring about reasonable solutions through mediation. Some typical problems that the Ombudsman deals with include no syllabus or deviations from the syllabus, grading policy, exams, and make-up exams, problems with excused absences, cheating, plagiarism, inappropriate and unprofessional instructor behavior, and sexual harassment. Anything students tell the Ombudsman is held in strict confidence.

Academic Program Evaluation & Xploration (APEX)

104 McVey Hall, www.uky.edu/degreeaudit

The University of Kentucky offers a degree audit reporting system for students known as APEX. APEX compares a student's academic work, at any point in the student's career with the requirements of UK's academic program or programs, and prepares a comprehensive report detailing the student's progress toward meeting those requirements. The system also provides the flexibility for students and advisors to run "what-if" audits to Xplore a new academic program. Students can access APEX through the website at www.uky.edu/DegreeAudit.

CATS—The Center for Academic and Tutorial Services

Memorial Coliseum, (859) 257-1897, www.ukathletics.com/athletic-dept/cats.html

CATS is a tutoring program at UK designed to provide assistance to student athletes. The Center for Academic and Tutorial Services' tutoring program is available to all student athletes. Tutors include instructors, graduate students and undergraduates from UK as well as qualified teachers and professionals from the community. CATS is open from 8:00 a.m. until 10:00 p.m. on Mondays- Thursdays, 8:00 a.m. until 5:00 p.m. on Fridays and from 2:00 p.m. until 10:00 p.m. on Sundays. Student athletes may make arrangements to use the facility during non-work hours.

Career Services & Experiential Education

James W. Stuckert Career Center, 408 Rose Street, (859) 257-2746,
www.uky.edu/CareerCenter

Experiential Education and Career Services, located in the James W. Stuckert Career Center, is a comprehensive and centralized career center. Counselors work with students from their first-year experience through degree completion and beyond, helping them define goals, explore career possibilities, secure internships, and find full-time professional employment after graduation. The Center's programs and services include professional employment after graduation, individual assessments, career counseling, resume reviews, practice interviews, workshops, class presentations, career fairs, shadowing, mentoring, internships, and employment opportunities. In addition, the Katherine Kemper Career Library houses a wide variety of print and electronic career and job search resources.



Chemistry Help Desk

www.chemtutor.com/

The Chemistry Help Desk is available for high school and college students for help with basic chemistry. *Chemtutor* begins with the fundamentals and gives expert help. *Chemtutor* is not necessarily a complete text for a course or a complete outline, but it does offer help in the parts of primary chemistry that have been, from experience, the hardest for students to grasp.

Dean of Students Office

513 Patterson Office Tower, (859) 257-3754,

www.uky.edu/StudentAffairs/DeanofStudents/

The central office provides a wide range of services including those related to emergencies, housing/meal contracts, notaries, sales/solicitation on campus, and student conduct. Departments affiliated with the Dean of Students Office include Alcohol Education, Campus Recreation, Disability Resource Center, Fraternity & Sorority Affairs and New Student & Parent programs.

For Students of concern: Substance education, student conduct, off-campus services

513 Patterson Office Tower, (859) 257-3754

<http://www.uky.edu/StudentAffairs/DeanofStudents/affiliatedDepartments.html> Contact:

Dana Macaulay, Dana.Macaulay@uky.edu

Disabilities Resource Center

Room 2 Alumni Gym, (859) 257-2754 (Voice/TDD),

www.uky.edu/StudentAffairs/DisabilityResourceCenter/

Students with documented physical, learning, or temporary disabilities may receive assistance and support from this office. See documentation guidelines for more information. The goal of the Disability Resource Center is to provide equal access to students who are eligible. We advocate for reasonable accommodations, removal of barriers, and acceptance of different learning methods. In partnership with students, faculty, and staff, our purpose is to achieve an accessible educational environment where students with disabilities have an equal opportunity to fully participate in all aspects of the university community. It is recommended that students contact the Disability Resource Center early to request specific assistance so that the required medical or psychological documentation can be reviewed and reasonable accommodations can be provided from the beginning of class work in order to achieve the greatest benefit to the student

Office of International Affairs

310 Bradley Hall, (859) 257-4067 ext. 252 abroad.ad.uky.edu/

UK students have many affordable opportunities to study, work, and travel abroad. Interested students should contact Education Abroad early in their college careers to begin making plans.

The office also provides assistance to International students in academic, personal, and

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legal distress or need.

LEAP

The LEAP lab is located at 125D Gatton College of Business and Economics. LEAP is the Lab for Economic and Accounting Proficiency, which provides free tutoring for students taking ECO 201, ECO 202, and ACC 201.

Why Visit Leap: Faculty and administrators in the Gatton College of Business and Economics realize that many students find principles courses in Accounting and Economics challenging. Also, many students have difficulty attending regular daytime office hours. LEAP is open at hours that provide flexibility in your schedule.

When to visit LEAP?: The lab is open: Monday–Thursday from 2:00 p.m.–10:00 p.m. and Friday from 11:00 a.m.–1:00 p.m. Extra hours may be provided during exam weeks. The lab will be closed on academic holidays and any revised schedules will be placed on the lab door on a weekly basis if changes occur.

MathSkeller

www.mathskeller.com/, Room 63 Classroom Building, contact: mrc@ms.uky.edu

The Math Resource Center, also known as the Mathskeller, is hosted by the Department of Mathematics and Mathematical Sciences Computing Facility. The center is located in CB 63, which is close to the loading dock in the basement of White Hall Classroom Building. The Math Resource Center is open from 9:00 AM to 5:00 PM Monday through Friday. Faculty, Graduate Students, and Undergraduate Assistants for 100 level courses hold office hours in the Mathskeller. In addition, peer tutoring for Math 108R, 109, 113, and 123 is available at [The Study](#) in the Third Floor Commons in the South Campus Residence Complex from 3:00 PM until 10:00 PM Monday through Thursday and from 6:00 until 10:00 PM on Sunday.

Office for Institutional Diversity

311 Main Building, (859) 257-9293, <http://www.uky.edu/Diversity/>

Central to the work of UK's Office for Institutional Diversity (OID) is Goal IV of the University Strategic Plan: Promote Diversity and Inclusion. Towards achievement of this goal, OID serves the entire university community and provides support and collaboration to the Office for Community Engagement. The vice president, assistant vice president and OID directors work across academic and non-academic units to implement ideas, collaborate on outreach and recruitment efforts, and to enhance student retention and achievement. OID staff provide consultation and assistance to the various colleges in developing diversity and inclusion strategies and metrics in their individual strategic plans. We work with the Office for Institutional Research and Institutional Effectiveness to help both academic and non-academic units make sense and use of data collected on students, faculty and staff, particularly as the information has implications for campus climate and inclusiveness efforts. OID works closely with the Office for Community Engagement in support of UK's community outreach and service efforts. *Issues of grievances, workplace*



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conflicts and Affirmative Action should be directed to the Office of Institutional Equity and Equal Opportunity.

Physics Tutoring

Resource rooms 310 I and 310 J in the M.I. King Science Library, which are staffed by Physics & Astronomy graduate students who are available to assist students with homework and questions. Hours vary daily between 9:00 a.m. -7:30 p.m.

A list of physics tutors for hire is also available by contacting the physics department.

SAFECATS Campus Escort Program

<http://www.uky.edu/Police/escort.html>

SAFECATS is a campus safety escort program, sponsored by the Student Government and the Air Force ROTC. Students may call (859) 323-SAFE (7233) to request an escort to walk them across campus at night, whether they are simply going from one building to another or all the way across campus. The SAFECATS service is available Sunday- Thursday 8:30 p.m.-1:30 a.m.

STARR Self Defense Techniques and Risk Reduction

Blazer Hall, (859) 257- 5770, ext. 432, www.uky.edu/Police/starr.html

Self-defense Techniques and Risk Reduction is a hands-on program of self defense for women. It is a comprehensive course that uses realistic self-defense tactics, along with teaching awareness, prevention, risk reduction, and avoidance, while progressing to hands-on defense training. The STARR program provides women with knowledge to make an educated decision to resist an attack or to use other risk reduction techniques to avoid being victimized.

The Study-Academic Enhancement

306 Complex Commons Building, (859) 257-1356, www.uky.edu/AE/

Academic Enhancement (AE) is dedicated to improving all students' overall academic experience at the University of Kentucky. "The Study," located on the 3rd floor of the Complex Commons Building on south campus, is home to Academic Enhancement. Early in the semester, "The Study" is a welcome environment for students to use as often as they like to access all of our popular programs including:

Absent Professor Program: Staff from Academic Enhancement are available, upon request, to present to classes on days a professor may need to be out of town, but would rather not cancel class. Topics available include: Study skills, note taking, critical reading strategies, attention, concentration, and memory enhancement techniques, time management, exam preparation, stress management, and many more. Please place requests at least one week in advance.

Peer Tutoring Program: Peer tutoring is a free, proactive, preventative model tutoring program provided by experienced, trained, and supervised undergraduate students. Each peer tutor has successfully navigated the UK courses for which they tutor. A regular

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schedule of tutoring is available for nearly all introductory-level courses in any college or major including math, chemistry, organic chemistry, biology, physics, statistics, psychology, sociology, political science, history, anthropology, Spanish, French, Italian, Chinese, logic/philosophy, astronomy, computer science, and more!

Individual Academic Consultations: Free consultations are available to any student in any college. Consultations usually last one hour, provide one-on-one instruction regarding effective strategies for learning and study, and can focus on any topic the student would like to address. To schedule a free appointment, students can call (859) 257-1356

Guided Study Groups: Students participating in group projects and study groups may request guided sessions led by peer tutors or AE staff. Students are encouraged to bring their groups to “The Study” to make the most efficient and productive use of their time.

Study Smarter Seminars: The Study Smarter seminars are intensive, 4 hour, non-credit earning seminars offered in several evening sessions each semester. Each seminar includes a formal learning assessment, 4 hours of instruction, and all course materials which students may keep and use as a resource throughout the semester. Seminar topics may include time management, organization, note taking techniques, critical reading skills, memory enhancement, exam preparation, and more. Students can visit our website for registration information at www.uky.edu/UGS/study.

Student Support Services

6 Alumni Gym, (859) 257-9797, www.uky.edu/Diversity/sss.html

Student Support Services offers a wide range of academic services designed to help retain and increase the graduation rate of eligible students. Services include free tutoring (math, sciences, and writing), academic planning, study skills, financial aid applications, and help with personal problems. These services are designed to meet the needs of students who are first-generation (neither parent has a bachelor's degree); have an economic need; and/or have a disability. To participate in Student Support Services programs, students must complete an application and meet with a counselor to verify eligibility.

UK Counseling Center: Consultation and Psychological Services (UKCC)

201 Frazee Hall, (859) 257-8701, www.uky.edu/StudentAffairs/Counseling

The UKCC offers free services to fee paying students who are enrolled with a minimum of 6 credit hours. Services provided to the student include individual and group counseling; career exploration and decision-making counseling; career and personality assessment; test anxiety consulting with students, faculty, staff, and parents; and outreach programs for classes and organizations. Students can schedule an appointment by calling or visiting the UKCC Monday- Friday from 8:00 a.m. to 5:00 p.m. Students in crisis are seen as soon as possible. Accessibility information may be obtained by calling (859) 257-8701.

University Health Services

830 South Limestone, Kentucky Clinic Information: (859)323-5823, Appointments: (859)323-APPT (2778), Phone Information Nurse (859) 323-INFO (4636),
www.ukhealthcare.uky.edu/uhs/



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University Health Service (UHS) is a large outpatient clinic available to all UK students. The physicians are all board certified/eligible in family practice, internal medicine, emergency medicine, gynecology, psychiatry, or occupational medicine. UHS has an emergency registered nurse available for telephone consultation for illness, injuries, lab results, or other health concerns and questions. The Phone Information Nurse can be reached Monday through Friday,

8:00 a.m. to 4:30 p.m., by calling (859) 323-INFO (4636).

UK Student Behavioral Health Service

(859) 323-5511, www.ukhealthcare.uky.edu/UHS/student/BehavioralHealth.asp

Student Behavioral Health Service is part of University Health Service, located at 830 South Limestone Street, directly south of the Kentucky clinic and in front of the Wethington Building. The center recognizes that emotional and psychological health are important factors in a student's ability to perform well academically and adjust socially. Students face many stressors, from learning to live with roommates to choosing a career path. At times, changes and adjustments can lead to emotional difficulties which can affect a student's ability to function at his or her best. The Behavioral Health Service can help with a variety of issues and concerns that students may face as they try to navigate through college life. To schedule an appointment with the Behavioral Health Service, call (859) 323-5511. *Services are confidential.*

William T. Young Library

401 Hilltop Avenue, (859) 257-0500, http://www.uky.edu/Libraries/lib.php?lib_id=14

The William T. Young Library is the main library on campus. This library houses a general undergraduate collection consisting of social sciences, humanities, business, biology and agricultural materials. It also houses the back file of medical materials (including medical periodicals published before 1987).

As the central library in the university library system, it offers a number of centralized services including: **Audio Visual Services**, **Circulation** (Phone: 257-0500, ext. 2072), **Collection Management** (Phone: 257-0500, ext. 2132), **Dean's Office / Library Administration** (Phone: 257-0500, ext. 2083), Distance Learning Library Services, Federal Government Information, The Hub @ WT's, Information Literacy, Interlibrary Loan, Periodicals, Newspapers, Microtexts, and Reference Services.

Other Services Available in Young Library: Copy Center, KyTrade, Ovid's Café/Starbucks, Research in Computing for Humanities, SCS Computer Lab, and the SSTARS Center.

UK Writing Center

Young Library, Thomas D. Clark Study, 5th Floor, West Wing, (859) 257-1368, www.uky.edu/AS/English/wc/

The Writing Center's goal is to assist students, faculty, and staff with the process of writing. The center is staffed by English graduate students, full-time instructors, part-time consultants, and undergraduate peer tutors, who offer free individual and group



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consultations in areas such as, prewriting, writing, and rewriting.

VIP Center

Violence, Intervention and Prevention Center, 106 Frazee Hall Lower Level, (859) 257-3564, www.uky.edu/StudentAffairs/VIPCenter/

The Violence Intervention and Prevention (VIP) Center's goal is to work towards the mission of eliminating the perpetration of power-based personal violence with faculty, staff, students and community partners. This includes sexual assault, partner violence, and stalking. The VIP Center can help students access medical counseling, academic and/or practical services available both on and off UK's campus.

Veteran Resource Center

124 Funkhouser Building, (859) 257-1148, <http://www.uky.edu/Veterans/>

The Veterans Resource Team is made up of dedicated professionals who have an interest in veterans' success. The Team is comprised of professionals from several departments across campus, each with the common goal of helping veterans accomplish their academic mission. The team's goal is to help veterans transition to college life, whether they are entering college for the first time, transferring from another school, or returning after deployment.

Adult Student Services

100 Funkhouser Building, (859) 257-2000, Toll Free: 1-866-900-4685, <http://www.uky.edu/AdultSS/>

The Adult Student Services Resource Center serves two main groups: adults considering starting or returning to college and to UK's currently enrolled undergraduate and graduate adult students. As the university's key contact, Adult Student Services aspire to make adult learners' experience as a UK student a rewarding academic achievement. To help accomplish academic goals, the Adult Student Services team is composed of dedicated professionals who offer information, assistance, scholarships, programs, and advocacy tailored to the unique needs of adults and other nontraditional learners.

What to do for Troubled Students: UK Counseling Services

You may want to call for a consultation to discuss your concerns about a student. One of our psychologists will help you clarify what may be the most helpful way to approach the student, including a possible referral. For more information, please visit the [Consultation](http://www.uky.edu/StudentAffairs/Counseling/consultation.html) web page. <http://www.uky.edu/StudentAffairs/Counseling/consultation.html>

Or you can talk to the student directly and express your concern. Give the student the Counseling Center phone number (257-8701) and location (201 Frazee Hall) and encourage him/her to make an appointment. The counseling center considers a situation to be an emergency when there is:

1. imminent danger of physical harm to self and/or others, and/or
2. disabling emotional distress, e.g., insomnia, uncontrollable crying, agitation, inability to manage daily tasks.

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If the situation is an emergency: Call the Counseling Center (257-8701) and state, “This is an emergency. The student needs an appointment immediately.”

If a student has a weapon or threatens you, call 911.