



Academic Success and Disability Services

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How to Find Us

Academic Success & Disability Services is located in the Student Development Center (lower level of Armacost Library). Call (909) 748-8069 for an appointment.

The Academic Success Center provides valuable resources for students who wish to become knowledgeable, successful, and take an active role in creating their own education.

Time Management and Study Skills

Handouts on academic success skills, time management, calendars, and planners are available on the Resource Wall as well as a small library of reference books, style manuals, and books about writing, grammar, study skills, and learning disabilities in the Academic Success Center.

Workshops on topics such as test-taking, stress management, note-taking, and time management are offered throughout the semester.

Appointments may be scheduled with a staff member in our office for individual assistance with time management and study skills.

Academic Counseling and Peer Mentoring

Choosing a major, checking on academic progress, planning ahead for study abroad, setting up goals and a plan for graduation, or working on strategies for overcoming poor grades are all issues that can be addressed in individual appointments.

1/27/2017

SSRV 154:

College Success Strategies

This two-unit course is designed to help any student obtain the study skills and life skills necessary for academic success at the University of Redlands.

The class is offered each semester. Topics include campus resources, time management, academic and career planning, active reading, note taking, test taking, and learning styles.

A specific emphasis is placed on setting personal learning goals.

Disability Services

Academic accommodations are tailored to the needs of each student and may include, but are not limited to: exam accommodations (use of word processor, extra time, quiet place), modification of course load, note takers, and audio books. No accommodation will be provided which fundamentally alters the nature of the course, service, program, or activity. Services are intended to provide equal access and equal opportunity.

A student wishing to have accommodations for a disability must provide documentation from a qualified professional. Please call our office for more information or to make an appointment.

The University of Redlands is committed to full compliance with the Rehabilitation Act of 1973 (Section 504), the ADA Amendments Act of 2008 (ADAAA), and state and local regulations regarding students and applicants with disabilities. In carrying out this policy, we are committed to the full participation of all students in the University's educational programs and activities.

The Academic Success Tutoring Program

The peer tutoring program provides friendly, supportive tutoring assistance for most academic subjects. Students can schedule an appointment with a tutor online at redlands.mywconline.com.

Tutoring hours:
M-Th 8am-9pm
F 8am-5pm

All peer tutors have faculty recommendations and at least a 3.3 G.P.A. in the subject area tutored.

Writing Tutoring

Peer writing tutors offer friendly, constructive assistance with writing of any type and at any stage of the writing process.

Tutors are trained and prepared to discuss organization, give feedback on clarity and suggest ideas for revision. References for MLA, APA, and Chicago styles are available, and tutors can assist with in-text citations and listing references for research papers.

An appointment can be made with a writing tutor online at redlands.mywconline.com.

Writing Tutoring hours:
M-Th 10am-8pm
F 10am-2pm

Frequently Asked Questions

What do I do to drop a class? Each semester the last day to drop a class is set during the sixth week of classes. Drop slips are available in the Office of the Registrar, from advisors and from the Academic Success Center. The completed drop slip, signed by the professor for the course, must be taken to the Registrar on or before the last day to drop a class. The advisor's signature is not required on the drop slip. However, it is important to discuss academic and financial aid implications with your advisor first.

What do I do if I want to drop a class after the drop date? After the drop date, an Academic Review Board (ARB) petition and a drop slip signed by the professor are required. The petition and drop slip are returned to the Registrar. A fee is charged when late drops are approved. Petitions may be picked up in the Office of the Registrar. The student should continue going to class in case the petition is not approved. Assistance with the petition process is available in the Academic Success Center.

If a student is having difficulty with a subject, how do they get assistance? It is always important for the student to speak first with the professor to determine what kind of assistance would be appropriate. The Academic Success Center, in Student Development, offers individual tutoring in all disciplines at no cost. Writing Tutors are also available in the Academic Success Center to assist with writing in any discipline and at any stage of the writing process. Time management, study skills, academic planning, and general assistance with adjusting to the culture of college are also available in the Academic Success Center.

How many units are required to graduate from the University of Redlands? Students must earn 128 units in order to graduate.

Is it possible to graduate in four years? Yes! A normal course load per semester is four 4-unit courses. An average of 32 units per year are needed to reach 128 units. Two semesters of 16 units and a 3-unit May Term course adds up to 35 units per year. In four years many students earn more than the minimum number of units needed for graduation. Students may make an appointment with a staff member in our office to consider how to maximize the opportunities available to them, including choice of a major, double majors, minors, and study abroad.

What are the general education requirements for graduation? General education requirements at Redlands are called the Liberal Arts Foundations (LAF's). These courses are meant to offer depth and breadth to the educational experience. One semester of each of the following LAF categories is required: Creative Process (CP); Cross-Cultural Studies (CC); Dominance and Difference (DD); Human Behavior (HB); Humanities History (HH); Humanities Literature (HL); Humanities Philosophy (HP); Science with a Lab (MS1); Mathematics (MS2); Second course from science (with or without a lab), a second math course, or a computer science course (MS3); State and Economy (SE); Writing Across the Curriculum (WA in first or second year and WB in third or fourth year). In addition, two semesters of a foreign language are required (FL). Courses fulfilling each LAF category is available in Student Planning.

When do students declare a major? The major must be declared before registration for the junior year (64 units), but can be made at any time as long as the major declaration requirements for that major are completed. **Declaration of a Major/Minor** forms and instruction are available in the Registrar's Office and with the secretary in each academic department. A new advisor in the major department is assigned when the major is declared.

Can I take courses at another college or a community college for credit? Prior to taking classes for credit at any accredited college here or abroad, fill out the blue Transfer Course Approval Request, available in the Registrar's Office and [online](#). A photocopy of the course description and the catalog cover must accompany the form. If the course to be transferred is intended to fulfill a major or minor requirement, take the completed form and accompanying paperwork to that department chair for approval. If the course to be transferred is intended to fulfill an LAF, it is returned to the Registrar for approval.