

## 14 - Resources and Services

### CAREER DEVELOPMENT OFFICE

The Career Development Office, located in CASA (Founders Hall 220), provides a comprehensive, educational approach to career development and preparation. Career services and programs are available for all FMU students and alumni.

Students are encouraged to begin using the Career Development Office during their first year of enrollment. Staff members are available to meet with students exploring their skills and interests as they decide upon their majors and plans for specific career fields.

The Career Development Office also provides links for students pursuing employment opportunities through employer visits and a resume referral service available to students and alumni. Career guidance workshops allow students to explore occupations, research employers, and develop the skills needed to conduct successful job searches. Mock interviews are also available for student job seekers.

The Career Development Office also holds a job fair each fall and spring semester, connecting students and alumni with a variety of employers. Full-time, part-time, and summer job ads and internships for on-campus and off-campus positions are regularly posted outside the Career Development Office (FH 220) and on Career Development's social media pages.

The Career Development staff also offer information sessions and one-on-one meetings for students considering graduate or pre-professional programs of study.

Students are invited to visit the Career Development Office or call 843-661-1676 to book an appointment with a staff member.

### TUTORING CENTER

The FMU Tutoring Center provides all students with learning assistance for a variety of subjects, including math, sciences, social sciences, and humanities courses. Located in CASA (Founders Hall 220), the Tutoring Center is staffed by faculty members and trained peer tutors. Students are welcome to meet with tutors to review course content, practice problem-solving skills, and discuss study strategies.

The Tutoring Center offers more than 40 hours of services each week. To meet with a tutor, students can book their appointments through the Tutoring Center's webpage, call 843-661-1675, or visit the Tutoring Center in FH 220.

### WRITING CENTER

The FMU Writing Center is available to help all students improve their writing abilities and acquire the skills needed to succeed at writing tasks in academic and professional communities. English Department faculty consultants and trained student consultants provide one-on-one assistance on a wide range of writing tasks and projects, including research papers for all disciplines, literary analyses, creative writing, lab reports, resumes, business letters, and graduate school applications. Students are invited to meet with a consultant at any stage of the writing process for guidance on generating a topic, building an argument, incorporating research, revising a draft, or learning about grammatical errors.

Writing Center Consultants are available for both face-to-face and online tutoring services. To meet with a tutor, students can book their appointments through the Writing Center's webpage, call 843-661-1528, or visit the Writing Center in Founders Hall 114C. Writing Center consultants are also available for appointments on weekday evenings in the Tutoring Center, located in CASA (FH 220).

### COUNSELING & TESTING

Counseling and Testing is responsible for meeting the personal counseling needs of FMU students. Professional counselors are available to help with personal, relationship, and/or emotional issues (with referrals made to community agencies as needed). The office also coordinates the advanced-placement testing program and administers several standardized tests used by graduate and professional schools. Counseling and Testing serves as the focal point of academic services for students with disabilities. All students with disabilities should contact Counseling and Testing prior to registration at 843-661-1840.

### SERVICES FOR STUDENTS WITH DISABILITIES

FMU is committed to making programs and activities available to qualified students with disabilities. The University makes efforts to ensure that the University grounds, major buildings, and classes are accessible to individuals with disabilities.

The Director of Counseling and Testing coordinates services for students with disabilities, assists students in determining reasonable accommodations on the basis of disability, and acts as a liaison between students and faculty/administration on concerns relating to appropriate accommodations. The Director of Counseling and Testing is also available to meet with prospective students to discuss services available at FMU.

**Determination Process** – In order for a student with a disability to receive academic accommodations, the following requirements must be met:

1. The request for accommodations should be made as possible (preferably at least two weeks before classes begin).
2. The request for accommodations is made through Counseling and Testing. The director will conduct an intake interview and will gather information about a student's history of accommodation. The student must also provide appropriate documentation. Documentation will be reviewed by the director and will sometimes be reviewed by an advisory committee called the Documentation Review Committee. Documentation must be from a qualified health services provider (i.e., physician, licensed psychologist) and should include a diagnosis, an explanation of the effects of the disability in an academic setting, and recommendations regarding accommodations. If a student has a Summary of Performance from high school, this should be included with the documentation. The cost and responsibility for providing documentation is borne by the student.
3. Quality documentation will include the following:
  - The credentials of the evaluator(s).
  - A diagnostic statement identifying the disability.
  - A description of the diagnostic methodology used.
  - A description of the current functional limitations.
  - A description of the expected progression or stability of the disability.
  - A description of current and past accommodations, services and/or medications.
  - Recommendations for accommodations, adaptive devices, assistive services, compensatory strategies, and/or collateral support services.

**SERVICES AVAILABLE:**

Additional Information – Additional information is available on FMU's website. Please go to [www.fmarion.edu](http://www.fmarion.edu) and select "Disability Services" through the "Quick Links" menu.