

August 20, 2010

Dear Instructor,

Being a quality instructor involves not just excellent teaching, but also espying student difficulties, responding constructively to them, and refering students to offices and services that can help. To this end, the College is pleased to provide you a list of such offices and services. Please peruse this list to familiarize yourself with the range of services available at UK. I want especially to direct your attention to Multicultural and Academic Affairs, The Study, Student Support Services, the UK Counseling and Testing Center, the UK Disability Resource Center, the Writing Center, and the VIP (Violence Intervention and Prevention) Center.

Sincerely,

Ted Schatzki  
Associate Dean of Faculty

**Academic Ombud Services**

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

The University Ombud 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 Ombud 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 Ombud is held in strict confidence.

**Academic Program Evaluation & Xploration (APEX)**

10 Funkhouser Building, (859) 257-6306, [www.uky.edu/DegreeAudit](http://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](http://www.uky.edu/DegreeAudit). Faculty must complete a brief authorization form in room 311 POT or e-mail Erica Caton at [ecato2@email.uky.edu](mailto:ecato2@email.uky.edu) before being given access.

**CATS—The Center for Academic and Tutorial Services**

Memorial Coliseum, (859) 257-1897, [www.ukathletics.com/athletic-dept/cats.html](http://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](http://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/](http://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/#](http://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.

## **International Affairs**

Office of International Affairs, 112 Bradley Hall, (859) 257-4067 ext. 247  
[www.uky.edu/IntlAffairs/EA](http://www.uky.edu/IntlAffairs/EA)

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 legal distress or need.

## **LEAP**

The LEAP lab is located at 125 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/](http://www.mathskeller.com/), Room 63 Classroom Building, contact: [mrc@ms.uky.edu](mailto: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 MathSkeller houses faculty and graduate student offices and is open from 9:00 a.m. until 5:00 p.m. Monday through Friday, in Classroom Building 63.

## **Multicultural and Academic Affairs**

563 Patterson Office Tower, (859) 257-1991, [www.uky.edu/OMSA/](http://www.uky.edu/OMSA/)

The services and programs of the Office of Multicultural and Academic Affairs emphasize support for African-American, Latino, Native American, and first generation Appalachian students as well as faculty and staff. The Center for Academic Resources & Enrichment Services (CARES) provides a comprehensive academic support system as well as enrichment services to aid in increasing the retention and graduation rates of underrepresented students. Programs and activities assist students in achieving academic excellence and adjusting to student life at the University of Kentucky.

## **Physics Help Desk**

177 Chemistry-Physics Building

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

## **SAFECATS Campus Escort Program**

SAFECATS is a campus safety escort program, sponsored by the Student Government and the Air Force ROTC. Students may call (859) 323-FREE (3733) 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**

[www.uky.edu/Police/starr.html](http://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**

3<sup>rd</sup> Floor Complex Commons, (859) 257-1356, [www.uky.edu/UGS/Study](http://www.uky.edu/UGS/Study)

Academic Enhancement (AE) is dedicated to improving all students' overall academic experience at the University of Kentucky. "The Study," located on the 3<sup>rd</sup> 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:

*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 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](http://www.uky.edu/UGS/study).

## **Student Support Services**

6 Alumni Gym, (859) 257-9797, [www.uky.edu/OMSA/sss.htm](http://www.uky.edu/OMSA/sss.htm)

Administered by the Office of Multicultural Student Affairs, 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](http://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; national testing program information (GRE, LSAT, Praxis, etc.); 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.

## **UK Disability Resource Center**

2 Alumni Gym, (859) 257-2754 (Voice and TTD), [www.uky.edu/StudentAffairs/DRC](http://www.uky.edu/StudentAffairs/DRC)

The Disability Resource Center offers services to individuals with permanent physical disabilities and temporary physical disabilities. Services are also available to students with learning disabilities, attention-deficit hyperactivity disorder (ADHD), emotional issues, and health issues. The goal of the Disability Resource Center is to provide equal access to students who are eligible. The center advocates for the student by helping them receive reasonable accommodations, removal of barriers, and acceptance of different learning methods. In partnership with students, faculty, and staff, their 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 a semester in order to achieve the greatest benefit to the student.

## **University Health Services**

Kentucky Clinic Information: (859)323-5823, Appointments: (859)323-APPT (2778), [www.ukhealthcare.uky.edu/uhs/](http://www.ukhealthcare.uky.edu/uhs/)

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 Mental Health Service**

830 South Limestone, (859) 323-5511, [www.ukhealthcare.uky.edu/UHS/student/resources.asp](http://www.ukhealthcare.uky.edu/UHS/student/resources.asp)

Student Mental 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 Mental 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 Mental Health Service, call (859) 323-5511, Monday through Friday from 8:00 a.m. until 4:30 p.m. *Services are confidential.*

## **William T. Young Library**

401 Hilltop Avenue, (859) 257-0500, [http://www.uky.edu/Libraries/lib.php?lib\\_id=14](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, 5<sup>th</sup> Floor, West Wing, (859) 257-1368, [www.uky.edu/AS/English/wc/](http://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 consultations in areas such as, prewriting, writing, and rewriting.

### **VIP Center**

Violence, Intervention and Prevention Center, 106 Frazee Hall, (859) 257-3574 or -3564, [www.uky.edu/StudentAffairs/VIPCenter/](http://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**

13A Funkhouser Building, (859) 257-3802, <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.

Availability: Monday - Thursday, 9 a.m. to 7 p.m.; Friday, 9 a.m. to 6 p.m., and Saturdays, by appointment.