

## Academic Resource Center: Information for Advisors and Counselors

### What is the Academic Resource Center (ARC)?

It is a place where students may do self-paced, independent, computer-based learning, with the intent of improving their scores on the college placement assessment.

### Where is the Academic Resource Center?

The Wampler Library, on the second floor of Robb Hall

### Who is it designed to serve?

1. **Students who have taken the Compass placement test early and who are on the “borderline” may retake the Compass after they have completed work in the ARC.**

**Eligibility guidelines: In order to be considered “borderline,” students must have the following Compass scores:**

- a. **MTH 2 (Arithmetic):** Students must have an arithmetic score of **20 or better**, but have tested into MTH 2.
- b. **MTH 3 (Algebra I):** Students must have had **Algebra I in high school with a grade of “C” or better** and have tested into Algebra I on **Compass with a score of 25 or better**.
- c. **ENG 1 (Preparation for College Writing I):** Students must have a score of **20 or better** on the writing section of Compass, but have tested into ENG 1.
- d. **ENG 3 (Preparation for College Writing II):** Students must have a score of **50 or better** on the writing section of Compass, but have tested into ENG 3.
- e. **ENG 4 (Reading Improvement I):** Students must have a score of **50 or better** on the reading section of Compass, but have tested into ENG 4.
- f. **ENG 5 (Reading Improvement II):** Students must have a score of **65 or better** on the reading section of Compass, but have tested into ENG 5.

**Note: If students do not have the report sheet with the scores, you may access the scores by going to the Transfer Credit Report, under Drop-In Advisees in Peoplesoft.**

**Important note to advisors:**

**When you meet with the students who wish to RETAKE any part of the Compass test, please do the following:**

1. Register them for the developmental class they tested into. It is important to emphasize that work in the ARC does not guarantee that a student will move to the next level, so they should preregister for the course that they originally tested into.
2. Tell them that if they complete the work in the ARC successfully, they will be given a permission slip to take to the Testing Center to allow them to take the Compass reading, writing, and/or math assessments again. (Library personnel will also e-mail the students’ advisors to let them know that the work has been completed.)

3. Tell the students that if they test into a higher level course, either you or the Student Services personnel will work with them to change their schedule.
4. Also emphasize that this is a time-consuming commitment. They will not be able to do it quickly. They should begin immediately and make sure that they complete work in the ARC at least three weeks prior to the beginning of the next semester. Otherwise, there may not be an open slot if they move to a higher level course.
5. Explain to them how to set up a meeting to get started on work in the Academic Resource Center. It will take about an hour to learn how to use the software and to understand the ARC processes. They must make an appointment with someone in the library for that first meeting, in order to ensure that someone will be available to work with them. Tell them to either stop by the library for an appointment, or call Jamie Clark at 523-2400, ext. 305. Make sure that they know where the MECC Wampler Library is.
6. Let them know that after the initial meeting, all subsequent work will be done independently, as they have the time and inclination to do the work.
7. Inform them that this is computer-based work, so if they do not feel comfortable working on computers, the ARC is not an appropriate activity for them.

2. **Students who wish to review their skills prior to taking the Compass placement test may work in the ARC until they feel more confident of their abilities. They are not required to complete a prescribed program of lessons, nor will they need a permission slip to take the Compass test. However, they must meet with the library personnel to understand how to use the software to prepare for the tests. They will need to set up an appointment to get started, also.**

**Eligibility guidelines:**

**Any prospective students may work on their skills prior to taking the test. Students who are working prior to taking the placement assessment may decide the extent and limit of their work.**

Note to Advisors:

When you meet with students who want to work on their skills prior to taking the Compass test, please do the following:

1. Explain the purpose of the placement assessment. (It is to find their entering abilities, so that they will be placed in classes that will help them be successful in college.)
2. Encourage them to look at the Compass Tutorial. It is on the MECC home page, under Students—Academic Resources. Ask them to stop by the Testing Center to pick up a Test Preparation Guide. It gives more information on what is covered on Compass, as well as gives sample questions.
3. See numbers 4 – 7 in the box above.