
The Center for Student Success

**MMA's Center for Student Success /
"Buoy House" provides FREE academic support to ALL students:**

Regularly Scheduled Academic Help:

- Math and Physics Center staffed by experienced peer tutors.
- Nav Lab Center for nautical science and navigation help.
- Writing Center staffed by trained peer consultants.
- ✓ Check <http://tutoring.mma.edu> for hours and other options.

Other:

- Assistance with study skills, organization, note taking, and test taking strategies, by appointment.
- Accessibility Services Office. Visit <http://accessibility.mma.edu> for information on accommodation for learning differences and disabilities.
- Assignment of peer tutors in many subjects at no cost.
- Employment opportunities for qualified students as peer tutors.

Our Advice for Academic Success in College:

- Well before the first class, consider how *you* will take notes and organize course handouts.
- Organize course materials chronologically by course.
- Have a stapler, hole punch, and binder (or another organizing system) to file course handouts.
- Read course syllabi carefully, paying special attention to the grading system. A grade of 69 might be an "F" in one course, a "D" in a second course, and a "C" in third course!
- Visit the course Canvas site (mma.instructure.com) and learn where materials will be posted.
- Determine how you will track assignments deadlines. Many good apps exist (iHomework 2 for iOS, <http://ihomeworkapp.com> , and Egenda, <http://egenda-app.com> ,for iOS and Android, are just two) that can help with this.
- Will you use paper notebooks or a laptop for taking notes, or do you wish to experiment? Notetaking apps are also possibilities (OneNote, part of the Microsoft Office 365 software that the Academy provides, and Evernote, <http://evernote.com>, are examples of apps for iOS, Android, Mac, and PC).
- Review class notes soon after class, or by that evening. *Take notes even in online sessions!* Studies show that reviewing notes early and often can boost exam scores.
- Summarize the main points of each lecture in your notes when you first review them. This will help you process the information and move it to long-term memory.
- As you review notes, write questions or make flash cards to use later when studying for tests.
- Schedule your time, allotting enough to get homework and studying done (no staying up late!).
- See your instructors at office hours; faculty expect you to visit to clarify information and get help. Find instructor office hours at: <http://mainemaritime.edu/about-mma/campus-directory/> (Search for the instructor, then select "more info".) Some office hours will be virtual.
- Review your mid-semester grades. These will be posted in early October (fall semester) and early-March (spring semester) on the Academy portal, <https://mymma.mma.edu> . Check the calendar for exact dates: <https://mainemaritime.edu/about-mma/calendar-4/>
- Seek academic help as soon as needed – or even before! We are here to help!

Please turn page for our contact information ➤

Center for Student Success Staff

Joceline Boucher, PhD

Accessibility Services Director

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(207) 326-2489

Email and phone availability: M-F, 8 AM – 5 PM

Office hours posted on office door and at:

<https://mainemaritime.edu/about-mma/campus-directory/>

General information about academic accommodation:

<http://accessibility.mma.edu/>

Sally Chadbourne

Testing Center Administrator and Tutoring Coordinator

2nd Floor Buoy House/Center for Student Success

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(207) 326-2511

Office hours Monday-Friday

Request a Tutor or Other Help via Email:

tutoring@mma.edu

Schedule at the MMA Testing Center:

exams@mma.edu; 326-2511