



The Center for Student Success

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

Quiet, Individual and Group Study Areas:

- 24-hour study center in a secure location (student ID card enables after-hours entry), with meeting tables for group work and carrels for evening study in a quiet environment.

Regularly Scheduled Academic Help at the Center for Student Success:

- Math and Physics Center drop-in help sessions led by experienced peer tutors.
- Writing Center led by trained peer consultants, Monday – Thursday evenings.
- ✓ Check <http://tutoring.mma.edu> for scheduled help. Many courses have help sessions.

Other:

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

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!
- Scan the syllabus to find the course Canvas site (mma.instructure.com) and online gradebook.
- Determine how you will keep track of assignments deadlines. Many good apps exist (iHomework 2 for iOS, and Egenda, for iOS and Android, are just two).
- Will you use paper notebooks or a laptop for taking notes, or will you experiment? Many notetaking apps exist (Evernote and OneNote are examples for iOS, Android, Mac, and PC).
- Review class notes soon after class, or by that evening. Studies show that the early, repeated review of class notes 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 in the class syllabus or at: <http://mainemaritime.edu/about-mma/campus-directory/>. Schedule an appointment if those hours don't work.
- Review your mid-semester grades. These are normally released in mid-October (fall semester) and late-February (spring semester) on the Academy portal, <https://mymma.mma.edu>
- 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/Buoy House Staff

Sally Chadbourne

Accessibility and Academic Support Coordinator

1st Floor Buoy House/Center for Student Success

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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/>

Hale Akin Asyali

Testing Center and Tutoring Administrator

2nd Floor Buoy House/Center for Student Success

exams@mma.edu

tutoring@mma.edu

(207) 326-2511

Request a Tutor or Other Help via Email:

tutoring@mma.edu

Schedule at the MMA Testing Center:

exams@mma.edu; 326-2511