

THE CAVE

The Center for Academic Vision and Excellence, the CAVE, provides Academic Support, Peer-Assisted Learning (PAL) Coaching, Peer Tutoring, Supplemental Instruction, and Accommodated Testing for students during the academic year (August to April). Additionally, the CAVE offers Success Workshops, Class Visits, and Class Presentations. Finally, the CAVE makes available multiple study areas and a computer lab to students to use for academic purposes.



WELCOME NEW CAVE STUDENT EMPLOYEES

PEER-ASSISTED LEARNING (PAL) COACHING

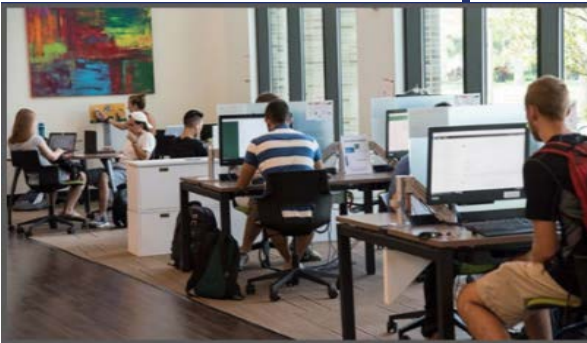
8 new PAL Coaches will join the CAVE staff in August. PAL Coaches assist students with learning new academic skills and strategies. PAL Coaching is voluntary. Sessions last 30-50 minutes. PAL Coaches are able to assist students during scheduled or walk-in appointments.

PEER TUTORING AND SUPPLEMENTAL INSTRUCTION

20 new Peer Tutors and Supplemental Instruction (SI) facilitators are joining the CAVE. Tutors provide content specific help in a range of courses. Peer Tutoring is voluntary. Sessions last 30-50 minutes each. SI facilitators aid students in historically challenging courses. Walk-ins are welcomed.

FRONT DESK, COMPUTER AND CUSTOMER SUPPORT

7 new Front Desk Student Assistants are joining the CAVE. Front Desk Student Assistants serve as customer service representatives for the CAVE. Student assistants receive phone calls, provide directions to guests, and assist students seeking help within the computer area.



Fall 2019 Hours of Operation:

- Sunday 5pm-9pm
- Monday 8am-9pm
- Tuesday 8am-9pm
- Wednesday 8am-9pm
- Thursday 8am-9pm
- Friday 8am-5pm

CALENDAR EVENTS- AUGUST 2019

14th Last-Call Campus Placement Exams Begin
16th Last-Call Campus Placement Exams End
19th CAVE Student Employee Orientation
20th FALL 2019 Courses
20th Accommodated Testing for Fall Begins

26th PAL Coaching, Tutoring, & SI Begin
26th PAL Coach, Tutor, & SI Schedules Finalized
26th Final Day for Students to Add/Drop
28th PAL Coach Pop-Up- Starting Strong
29th Modified Schedule, Convocation Mass

ACCOMMODATED TESTING

The Testing Center in the CAVE, administers accommodated exams, midterms, and finals to eligible students whom are registered for services through the Office of Accessibility Services (OAS).

Take a moment to review testing reminders:

Students must provide documentation of disabilities as outlined by OAS. Once documentation is submitted, students may be eligible to receive appropriate educational accommodations, in this case accommodated testing.

Eligible students are required to make official requests online to complete their accommodated exams, 5, or more days, in advance of scheduled assessment dates. When speaking with students, please remind them of this requirement.

To ensure exams are administered to the appropriate student, during their designated testing time, and following the proper instructions; faculty should use the personalized, auto-generated link communicated in reminder emails to upload final exams and the exam instructions prior to the assessment date.

When sharing exam instructions, faculty are asked to specify:

- If the exam is expected to be completed on-line or on-campus?
- How much time students without disabilities are given to complete the exam?
- If students should return to class after the exam?
- What additional materials (if any) students may use during the exam?
- How completed exams should be delivered (via scan and email, to the academic department, or held for faculty pick-up)?

Thank you in advance for your assistance!

6 Testing Fun Facts

FACT 1.
The Testing Center staff is available Monday-Friday from 8:30AM-5:00PM.

FACT 2.
The final exam of the day will begin at 3:00PM.

FACT 3.
Eligible students will be referred to faculty to determine agreed upon exam dates and times.

FACT 4.
Eligible students are required to make requests for accommodated exams via the AIM portal.

FACT 5.
Faculty will upload their exam and exam instruction to the AIM portal using a secure link.

FACT 6.
You will receive an email from OAS when students are approved to use testing accommodations.

CONTACT, FIND, AND FOLLOW US

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Saint Leo University-CAVE



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