



ARMAS in Education

Achieving in Research, Math, And Science

Tutee Handbook

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Welcoming Letter

Welcome to ARMAS!

ARMAS offers students a safe, comfortable, and stimulating environment for studying. It is a place where peers can be creative and collaborative, ARMAS allows students to gain interpersonal and an invaluable professional development. The staff and faculty are friendly, supportive, and supply students with the tools necessary for them to collaborate and excel academically. ARMAS is also a community of intellects striving for a higher goal. This is where passionate students come together to motivate one another and succeed. ARMAS offers academic integration, wonderful opportunities for undergraduates and graduates, and it enhances communication and efficiency. ARMAS is a place where students receive the help they need from their peers who have successfully passed the course. Here we provide each other with academic and moral support; it is where we all make great efforts to achieve our goals.

What is ARMAS?

ARMAS stands for..

Achieving in

Research

Mathematics

And

Science

ARMAS provides support for the university's alumni. As you walk in, you are instantly greeted by the front desk with a smile. Students enjoy coming to ARMAS for study sessions or self study because it is a great place for students to study. ARMAS provides you with math tutoring, supplemental instruction leaders (SIL's), a computer lab (with free printing), a comfortable study space, and snacks! Supplemental Instruction Leaders (SIL's) are students that have passed the course and were recommended by the professor, they hold study sessions and office hours for the students. Math tutors are students that have passed the course and were recommended by a math professor. The staff in ARMAS care about students and empower the students. Faculty and staff are always happy to help and are very knowledgeable.

Successful students come to ARMAS.

Working with Tutors

Responsibilities:

- Have a positive attitude
- Work example problems
- Try solving the problems first
- Be prepared with notes, paper, and a writing utensil (pencil preferred)
- Attend the tutor session
- **Sign in**
- Patience
- Listen
- Be open to new ideas

If you cannot attend your tutor session you **MUST** give your tutor a 24hr notice.

Front Desk: (505) 426-2010

Meeting for the First Time:

Become acquainted with your tutor.

Let them the tutor know what you need help with.

Where to find Tutors:

Tutors can be found at the front of ARMAS.

They are wearing name tag and their fotos can be found on the board in ARMAS.

Their fotos and work hours are available upfront.

Study Tips

Note Taking:

- Attend class
- Take notes
- Reread and rewrite notes if necessary
- Use highlighters
- Highlight main ideas
- Quiz yourself
- Put information in our own words
- Use the cornell note taking method
- Draw visuals

Self Management and Organization:

- Plan your time for studying
- Be positive
- Don't procrastinate
- Set goals
- Prioritize your work and social life
- Sleep for at least 6 hours
- Study in 45 minute intervals with 15 minute breaks
- Use an agenda (for assignments and important dates)
- Use your phone to create reminders/ alarms
- Complete assignments early (before they are due)

DON'TS

- **DON'T** be disrespectful
- **DON'T** be impatient when working through problems
- **DON'T** expect tutors to do your work
- **DON'T** be on your phone during your session
- **DON'T** lie about whether or not you understand the material
- **DON'T** wear your earbuds/headphones during your session

Tutors **DO NOT** assist with Quizzes or Tests!

Tutors assist with Homework & Reviews.

Contacts

Front Desk (505) 426-2010

On-campus emergency (campus phones) 5555

On-campus emergency (cell phones) 505-454-3278

Non-emergency 505-454-3278

Las Vegas Police Department 505-425-7504

San Miguel County Sheriff 505-425-7589

New Mexico State Police 505-425-6771

Academic Honesty Policy:

New Mexico Highlands University students are expected to maintain integrity through honesty and responsibility in all their academic work.

The following describes the University's policies and procedures for faculty who discover students who use academically dishonest practices.

***Academic Dishonesty:** Any behavior by a student that misrepresents or falsifies the student's knowledge, skills, or ability including:

-Plagiarism: The process of using the ideas, data, written work or language of another person and claiming it as original or without specific or proper acknowledgement, including, but not limited to, copying another person's paper, article, computer or other work and submitting it for an assignment; or copying someone else's ideas without attribution; or failing to use quotation marks where appropriate; or copying another person's idea or written work and claiming it as original without acknowledgment of the original author.

-Cheating: A student's use of, or attempt to use, unauthorized notes, texts, visual aids, electronic devices, assistance, copies of tests, material or study aids in examinations or other academic work to misrepresent his or her knowledge, skills.

-Collusion: Cooperation between students in order to cheat.

-Facilitation: One student knowingly helps or attempts to help another student to violate any provision of this

-Fabrication: A student submits contrived, altered or false information in any academic work product, exercise.

-Multiple Submissions: A student submits, without prior permission from the instructor, identical work submitted to fulfill another academic.

-Falsification of Records: A student alters a transcript or academic record, without authorization, or misrepresents information on a resume, either before or after enrolling as a student in the University, to unfairly improve his or her grades or rank or those of another.

Disabilities Policy:

Felix Martinez Building, (505) 454-3252, Disabilities@nmhu.edu

Accessibility Services is responsible for coordinating services to students with physical, learning, and psychological disabilities under the auspices of Title II of the Americans with Disabilities Act (ADA) and Section 504 of the Vocational Rehabilitation Act. At the university level, the student bears primary responsibility for registering his or her disability, following procedures, and following through on the implementation of their accommodations. Students requesting reasonable accommodations should provide written documentation of their specific disability and follow all the policies and procedures outlined in the Accessibility Services Handbook, available separately at the above address. Official accommodations cannot be provided to students with disabilities without prior approval from the Accessibility Services. To ensure accommodations are in place, students are strongly encouraged to contact this office as soon as possible about their disability. Students who have specific request for housing due to a disability must contact Accessibility Services.

HU Cares Policy:

306 Student Union Building, (505) 454-3529, preventviolence@nmhu.edu

Center for Advocacy Resources Education & Support (CARES) provides collaborative services and support to students who have experienced domestic violence, dating violence, sexual assault, and stalking. NMHU CARES also provides services and support for students who struggle with suicide or have had past suicidal ideation. Our program also supports students who are facing substance abuse issues. Services include advocacy, counseling referrals, academic and housing assistance, and student discipline advocacy. Resources and guidance are provided to those who are supporting others. e NMHU Center for Advocacy Resources Education & Support (CARES) provides educational outreach and coordinates trainings for the campus community. Please see Page 71 for more information.