



## Academic Resources

### Faculty

A strong teaching faculty is the principal academic resource of Wheeling Jesuit University. All courses are taught by full-time or adjunct faculty members with advanced degrees. Most senior faculty teach introductory as well as advanced seminars.

While teaching is the primary concern of the faculty, the University encourages continuing education and research through a sabbatical program and faculty development funds. Faculty are able to update their own learning and bring new concepts and methods to their teaching roles, including increasing use of modern technologies.

### Bishop Hodges Library

The WJU Library's modern facility provides ample space for group learning projects and quiet study space. Digital resources include: a web-based catalog; 52 scholarly databases providing access to over 6,999 full-text journals, online abstracts and indexes; and 69,000 e-books. Off-campus access to digital collections is available via the proxy server. Library print collections include over 153,000 volumes and 473 journal subscriptions, supplemented by 127,773 microforms. Customized searches, expedited document delivery and other knowledge management and instructional services are provided by reference librarians. Copy machines, microform reader/printers, wireless laptops, DVD/VCR players and group study rooms are available for the use of library patrons. A quiet study area is maintained for reading and reflection.

### Information Technology Services

ITS computer labs are open to all Wheeling Jesuit University students. The computer labs are open seven days a week and are located in the Acker Science Center, Ignatius Hall, Kirby Hall and McHugh Hall. Students use ITS labs to complete computer related assignments, check email or to access the Internet. Some classes meet regularly in ITS labs for computer-assisted instruction. Students' accounts for WJU email and Blackboard are supplied by ITS. Students may also visit [www.wju.edu/its](http://www.wju.edu/its) to request residence hall network connections, find lab schedules for breaks or find other campus technology information. ITS employs WJU students each semester to assist in a variety of departmental needs.

### Career Services Center

The mission of WJU's Career Services Center is to provide progressive services and resources that help students and alumni prepare for and manage their careers, learn job-seeking skills, locate an internship and find employment. The Center offers many activities, services and resources to assist all students in their transition from college to post-graduation pursuits.

Services offered include individual career counseling and assessment testing, on-campus recruiting, career planning presentations on various topics and interview preparation. A wealth of career, volunteer and graduate school information is available in the career library as well as on the website at [www.wju.edu/careercenter](http://www.wju.edu/careercenter). The Career Services Center is a member of the National Association of Colleges and Employers (NACE).

The Career Services Center is located on the ground floor of Ignatius Hall and is open weekdays from 8:30 a.m. to 5 p.m. Appointments for individual assistance are recommended.



## Academic Resource Center (ARC)

The support services of the Academic Resource Center, located on the ground floor of Ignatius Hall, are available at no additional charge to provide academic assistance to any student in any Wheeling Jesuit University class. This assistance may take the form of one-on-one academic instruction, group study or computer software guidance. Students may enhance skills in subjects ranging from the core classes, to mathematics and sciences, to writing term papers and senior theses. Assistance is also available in academic skills such as time management, note-taking, studying and test-taking. Computing resources include: wordprocessing, e-mail and web browsing, in addition to software packages to supplement classroom instruction.

In addition to on-site assistance, University evening-division students can access some ARC support services through fax/telephone consultations and via an electronic format. If students use a fax machine, the ARC can receive rough drafts and follow up by telephone to schedule a consultation; the ARC's fax number is (304) 243-4457. The ARC's extensive webpage ([www.wju.edu/arc](http://www.wju.edu/arc)) offers detailed explanations and helpful suggestions about writing and study skills. By visiting the ARC's webpage and clicking on the Distance Services link, evening-division students will find directions on how to submit a paper for review via an electronic format.

During fall and spring semesters, ARC hours are: Sunday from 6-11 p.m.; Monday, Tuesday and Wednesday from 10 a.m.-9 p.m.; Thursday from 10 a.m.-11 p.m.; and Friday from 10 a.m.-3 p.m. The ARC is open between 20 and 30 hours per week during both summer sessions. Appointments may be scheduled by calling (304) 243-4473 or by stopping at the ARC during business hours.

## Disability Services

Wheeling Jesuit University encourages faculty, staff and administration to assist students with disabilities in achieving academic success. The University offers students with documented disabilities reasonable accommodations and modifications on a case-by-case basis with confidentiality in compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. Students with special needs due to physical or learning disabilities should contact the Disability Services Director at 304-243-2427. Disability Services are coordinated through the Academic Resource Center (ARC), located on the ground floor of Ignatius Hall. A learning disabilities specialist is available at the ARC to provide assistance with time management, study skills or strategies that specifically address learning disability issues.

In order to receive assistance, students must disclose their disability to the University, provide current (within three years) and comprehensive documentation concerning the nature and extent of the disability and communicate their specific needs to the Disability Services Director. Wheeling Jesuit University is committed to providing reasonable accommodations such as accessible facilities and appropriate academic modifications to students with disabilities; however, it is the responsibility of these students to seek out available assistance on campus and to utilize individualized adjustments. Students with disabilities that require specific housing accommodations must contact Student Affairs before June 1. Ultimately, all students are responsible for their own academic achievement. They must attend classes, complete course assignments and fulfill all University requirements for their chosen field of study.

## Media Services

The Media Services department provides audiovisual equipment and services to students, faculty and administration. Audiovisual equipment can be reserved in a multitude of ways, and will be delivered to instructional locations on campus. The Media Services department also offers audio and visual tape duplication of non-copyright protected materials and videotaping of on-campus events by request. Currently, Donahue 128 and 129 and various rooms in the Thomas S. Acker Science Center are theater-style classrooms that have built-in multimedia systems for computer demonstrations, video presentations and document imaging.

## Additional Campus Resources

Wheeling Jesuit offers learning resources you won't find anywhere else in the nation. In the Robert C. Byrd National Technology Transfer Center (NTTC) and the Erma Ora Byrd Center for Educational Technologies (CET), both located on campus, you will find internships and hands-on opportunities to study current global trends in business, technology and education. The CET is home to NASA's premier educational resource program, The Classroom of the Future. The Challenger Learning Center simulates space missions to teach science and math to more than 13,000 elementary and high school students on the campus each year. The Rev. Clifford M. Lewis, S.J., Appalachian Institute, a center of research, action, analysis and education, focuses on contemporary Appalachian challenges and opportunities.