

Guidelines for Using the Learning Center

The Learning Center staff is committed to providing a professional environment to our students. We expect that staff and students will treat each other with courtesy, respect and dignity.

The use of space and resources in the Learning Center is reserved for **academic purposes only**. In order to provide an environment conducive to learning, we ask that all students follow the guidelines below.

Why do students go to the Learning Center?

- Students choose to come to the Learning Center because they find it's a good place to learn. The Learning Center is not a substitute for going to class or doing homework. It's for those students who after attending class and/or attempting their homework they have questions, want clarification or just want a tutor to help them better understand the material.
- The Learning Center offers Directed Learning Activities, workshops, facilitated study groups, conversation/reading circles.
- The staff is friendly and welcoming and looks forward to helping you be successful in your classes.

Who can use the Learning Center?

- Only current students at SAC, CEC, Middle College, SCC and OEC or students preparing to enter a SAC program may use the Learning Center.
- Because the Learning Center is designated as an instructional center, students are expected to meet with an instructor and/or tutor or participate in a tutor-led workshop, facilitated study group or conversation/reading circle during their visit. For those students interested in just a place to study, we recommend using the library.

Do I need to sign up to use the Center?

- Each semester, students must register for the Learning Center on WebAdvisor. Directions including our section number are listed on our web page: www.sac.edu/learningcenter

- Students must check into and out of the Center for each visit and must show a valid college (preferable) or picture ID at sign-in.
- Writing tutoring is drop-in so you don't have to make an appointment. Tutoring for math, science and the social sciences is done by appointment, so students will need to call or stop by to reserve a time. Students are allowed to make one appointment a week for each subject. They may also join an existing tutoring session if one is scheduled for the same class and instructor.

What are the rules for using the Learning Center?

- No drinks and food are allowed in the Center except for beverages with spill-proof lids. Keep the lids and caps on at all times. Other items can be left on the counter near the check-in area.
- Be respectful to those studying around you. We ask that you set your cell phones on vibrate mode and step outside the Center to answer a call. Similarly, do not talk loudly, listen to loud music or conduct yourself in a way that disturbs others.
- College policy prohibits students from bringing visitors including children to the Learning Center.
- Do not leave your belongings unattended; we are not responsible for lost or stolen property.
- Use computers for academic purposes only. That means that you may NOT use the computers to play games or surf social network pages or entertainment pages unless they are part of a SAC class assignment.
- Resources, including DLAs, may not be taken out of the Learning Center.

What can I expect from meeting with a writing tutor?

- The job of a writing tutor is not to fix all of the errors in an essay/paper. Because this is a **learning** center, our goal is to help students be better writers. Our sessions are usually only about 15 minutes long, so we are probably unable to review the entire paper. Tutors may ask the student to suggest one or two concerns that they have about the paper or the tutor may give feedback such as whether the student has addressed the

prompt, organized the paper well, has a strong thesis and good supporting details or has an effective introduction or conclusion.

- Our English and writing tutors see students on a first come, first serve basis according to the sign-up book at the front of the room, so allow for wait times. Do not wait until the end of the semester to do your Directed Learning Activities. Wait times tend to be longer at the end of the semester.
- We close the sign up book at 6:45 p.m; however, if a lot of students have signed up, we may close earlier to give adequate assistance to those who have already signed up.
- If you sign-up to see a writing tutor more than once for the same paper/essay, you will be expected to have re-written part or all of your paper to reflect the changes that were suggested by the previous tutor.

What should I bring to meet with a tutor?

- For writing tutoring, we ask that you bring a **printed** copy of your essay. Printed copies are easier to read and allow you take notes based on the suggestions the tutor makes. For math, bring your textbook or sample problems you need assistance with.
- The **essay prompt**: in order for a writing tutors to make sure you are “on the right track” or that your essay is “good,” they must be able to determine whether or not you’re answering the assignment your professor gave. This can be a screenshot of your canvas page, an email, or a handout.
- **Notes** your professor has given you on previous assignments.
- An **open mind**: our tutors are familiar with what makes a strong essay and writer. As such, they provide feedback to help your writing improve based on what they see on the page. Please be respectful of the feedback and open to making changes on your essay.
- **Prepared questions**: tutors are best able to assist you if you have specific questions you want answered. It gives them something to focus on and specifically look for in the essay.

What does the Learning Center offer?

So many things!

- One-on-one tutoring for English/Writing, Math, and many other subjects.
- Every semester we offer various math and writing workshops. Feel free to call or drop in to learn about upcoming workshops!
- Directed Learning Activities (DLAs) for class assignments or if you need extra practice.
- Conversation circles to practice English conversation skills
- Reading circles to read and discuss short articles of interest
- Online tutoring

Thank you for using the resources in the Learning Center. We hope these policies will help make your experience in the Learning Center productive and enjoyable. Please let us know how we can be of assistance. See you soon!