



STAFF INFORMATION

1. Preview Requests T. Axsom
Please remember to route all requests to preview instructional computer software or audiovisual materials through the Library regardless of how you find the information (direct advertising, company representative, or the Internet). The Library Support Services supervisor will place the order with the company and notify you when the materials arrive on campus. Your cooperation with this procedure allows tracking of what is on campus and can save time and trouble for both college staff and producer's staff.

2. Library Orientations T. Axsom
Faculty members who wish to schedule library instruction sessions for their classes should make appointments with the Reference Librarian, visit in person, or call ext. 5381.

3. Library Assignments T. Axsom
Spring semester hours for the Library are Mon-Thu 7:30 am - 8:00 pm, Fri 7:30 am - 2:00 pm, Sat 10:00 am - 2:00 pm

4. Library Circulation Requests T. Axsom
We are asking all staff to assist the library by bringing their staff identification card when borrowing materials from the library.

5. Individual Magazine Subscriptions T. Axsom
If you subscribe to a magazine or journal, please make sure that your name or your school's name appears in the address. Magazines sent addressed to Southwestern College are delivered to the library's periodicals department by default, and we have no way of determining who should have received them.

6. Self-Service Copiers Fall Schedule T. Axsom

Rm L113	Mon-Thu 7:00 am - 9:30 pm	Fri 7:00 am - 3:00 pm	Sat 8:00 am - 2:30 pm
Rm 429A	Mon-Thu 7:00 am - 6:30 pm	Fri 7:00 am - 2:30 pm	Sat Closed
Rm 653	Mon-Thu 7:00 am - 6:30 pm	Fri 7:00 am - 2:30 pm	Sat Closed
Copy Center Rm 102	Mon-Thu 7:30 am - 9:00 pm	Fri 7:30 am - 4:25 pm	Sat Closed

7. Classroom Technology Help Desk T. Axsom
The Instructional Technology Help Desk is available and staffed Mon -Thu 7:30 am - 8:00 pm, Fri 7:30 am - 2:00 pm, and Sat 10:00 am - 2:00 pm. To report any classroom technology-related issues, please call the help desk at ext. 5188 or e-mail AIS@swccd.edu. No matter what the issues; from projectors to computers the appropriate resources will be notified. Technicians staffing the help desk will provide front line telephone support, that is, attempt to resolve the issue over the phone. In cases where the issue cannot be resolved over the phone, these technicians will either come to your location or notify other technical support staff of the issue.

8. Writing Center Tutoring T. Axsom
Do you have students who could use some help with their writing skills? The Writing Center offers free tutoring for students seeking help with their written assignments, resumes, cover letters, scholarship essays, etc. Writing Center tutors are trained and experienced, so send your students our way! The Writing Center is located inside the ASC (Rm 420D) and hours are as follows:

Mon-Thu	9:00 am - 5:30 pm	Fri	9:00 am-1:00 pm	Sat & Sun	Closed
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The Writing Center will open for the spring semester on Mon, Feb 2nd.

9. Writing Center Classroom Visits T. Axsom
Help your students get the extra help they need with their writing! Contact the Writing Center at ext. 5830 or email Patty Hiebert at phiebert@swccd.edu and schedule a Writing Center tutor visit. A tutor will come to your classroom and provide information and answer questions about what services the Writing Center offers. If you prefer, you may bring your class to the Writing Center for a presentation. The visits are approximately ten minutes.

STUDENT INFORMATION

1. Writing Center Writing Workshops T. Axsom
The Writing Center provides weekly workshops for students who want to improve their writing skills. Workshops are offered twice in any given week. Pre-registration is not necessary, students just come and learn! Workshops will begin during the week of Feb 9th.

2. Academic Success Center (ASC) Building 420 T. Axsom
 The Academic Success Center tutors are located in Rm 420. Office hours to schedule tutorial appointments, group sessions, and study groups are Mon -Thu 8:00 am - 8:00 pm and Fri 8:00 am - 4:00 pm. Tutoring sessions last 50 minutes and are available for most disciplines. We also offer walk-in assistance. ASC tutors use a variety of instructional approaches appropriate for different skill levels and learning styles. To enable students to become efficient and independent learners, the ASC helps them master course material and apply effective study strategies. The Center serves the college by helping under-prepared students prepare, prepared students advance, and advanced students excel. Students are encouraged to take advantage of tutoring services early each semester in order to maximize their full learning potential. Students should bring their ID cards, course books and their work for assistance. Class visitations are available upon request, call ext. 5921 or 482-6348.
3. Writing Center Tutoring T. Axsom
 The Writing Center offers free tutoring for students seeking help with their written assignments, resumes, cover letters, scholarship essays, etc. Writing Center tutors are trained and experienced. The Writing Center is located inside the ASC (Rm 420D) and hours are as follows:
 Mon-Thu 9:00 am - 5:30 pm Fri 9:00 am - 1:00 pm Sat & Sun Closed

GENERAL INFORMATION

1. T3 Program Tutors, Tweens, and Teens T. Axsom
 The T3 Program Tutors, Tweens, and Teens is a tutoring program for students in grades 5 through 12 and is offered through Continuing Education and Academic Success Center. Tutoring appointments are individual, one-to-one, 55-minute sessions in Rm 420. Two-hour sessions are available for grades 7-12, if appropriate. Time is allotted at the end of each session for tutee-tutor goal-setting for future sessions and the tutor's completion of Tutor Diaries and the T3 Appointment Confirmation Forms. The fee is \$21 per hour. For questions and further information please contact the Continuing Education Office at 482-6376. For registration, fee issues, Academic Success Center information, schedule adjustments, ongoing program-related issues, or program concerns, call ext. 5921 or 482-6348.
2. Otay Mesa Library Hours T. Axsom
 The Library hours for the spring semester at Otay Mesa are Mon & Thu 12:00 pm - 6:30 pm, Tue & Wed 7:30 am - 5:00 pm. The Library at Otay Mesa will be closed on Fri, Sat and Sun.