



Your New Academic Success Center is Now Open in 420!

What's Available?

- Tutoring for your academic classes whenever you need that little bit of help to make learning easier
- Multidisciplinary Computer Commons with *new* software
- Writing Center
- Reading Tutorial Center
- Study Groups: Math, Women's Math Network, other
- Online Learning Links located on the SWC Home Page, Quick Links, Academic Success Center *NEW!*
- OWL: Online Writing Lab—all English and online classes *NEW!*
- T³: Tutors, Tweens, and Teens: Tutoring for students in grades 5-12 (Fee based) *NEW!*

Who? For all SWC students

Where? The Academic Success Center, 420

When? M–Th: 8:00 a.m. - 7:00 p.m.

Fri: 8:00 a.m. - 3:45 p.m.

Sat: 9:00 a.m. – 3:00 p.m. (Beginning 9/3/05)



Why? Tutors, your partners in learning, help you become an independent learner and succeed in school!

How?

- ASC: Appointments (50 minutes) and walk-in assistance
- Writing Center: Walk-in (20 minute sessions)
- Reading Tutorial Center: Appointments and walk-in assistance (On-going)
- Math Study Groups: Walk-in assistance (On-going)

We're here for you!



This form is to be completed by SWC faculty.

All sections of this form must be completed and the form and test(s) to be administered submitted to the Academic Success at least 24-hours prior to testing. The instructions below are applicable to all students you refer to the ASC for testing. For a particular student, if instructions differ from your filed form, submit them in writing or e-mail them to the ASC Test Proctor at Asctestproctor@swc.cc.ca.us. The ASC Test proctor office telephone is 482-6348 and 421-6700, x5537. **You must complete a new Test Instructions Form each semester.** Please print information clearly. **This form is not used for DSS Test proctoring services. For DSS Proctoring Services please call ext. 5271.**

Should you need to contact the Tutorial Center Coordinator, Elizabeth Kozel, you may do so at 421-6700, ext. 5373 or ekozel@swccd.edu. The Learning Assistance Coordinator, Andrew Rempt ext. 6579 or arempt@swccd.edu.

Walk-in exams must be completed between during available proctoring days and times. Check with ASC front counter for availability. Proctoring hours are Monday—Thursday 10:00 a.m. to 2:30 p.m. and Friday 10:00—11:00 a.m.

Instructor Name _____ Course _____

Telephone, SWC extension or email address where you may be contacted.

Telephone () _____ SWC ext. _____ Email _____

Semester FALL _____ SPRING _____ SUMMER _____

1. Please indicate any materials that may be used for the testing setting.

Books _____ Calculator _____ Formulas _____ Computer _____

Class Notes _____ Spell checker _____ Dictionary _____ No Materials _____

Other _____

2. Amount of time allowed for student to complete the test _____

3. I would like for the ASC office to a) return the test to my School mailbox _____
b) keep the exam for me to pick up _____

4. Other special instructions _____

Instructor Signature _____ **Date** _____

Submit this completed form and the corresponding test(s) to the ASC office, or 420-K. If you have questions, contact the ASC office, 421-6700 ext 6348 or 5921.