

ACADEMIC RESOURCES AND SERVICES

Tutoring

General Tutoring and Resources

General Tutoring and Resources offers tutoring in basic skills and subjects for which tutoring is not available in the other campus labs. Although we cannot guarantee a tutor for every subject, we strive to meet the needs of all students. We offer drop-in tutoring, primarily in chemistry, physics, accounting and economics. Depending on availability, we may offer other subjects as well, including math, psychology, and sociology. No appointment is necessary to use the drop-in lab, and students may request individual appointments for certain subjects. All tutees must be currently enrolled at Valley. Our hours are Monday through Thursday, 10am-7pm and Friday 10am-2pm, subject to change. For detailed information, please call (818) 947-2744. General Tutoring and Resources is located next to the temporary Library.

General Tutoring and Resources Information and Reserve Desk houses print and non-print materials (audio and video recordings) and provides an environment for the self-paced use of instructional media materials. The Information and Reserve Desk may be used for credit courses in Developmental Communications, Instructional Television (ITV), and Learning Skills courses, depending on semester offerings. The Information and Reserve Desk also stores audio and video materials on reserve from campus instructors.

Supplemental Instruction (SI) Course Learning and Study Skills (CLASS Tutoring)

The SI and CLASS programs provide academic support in both historically difficult, transferable classes as well as some basic skills courses. Each program offers weekly out-of-class study sessions with the aim of increasing student achievement through integrating course content and effective study strategies. These free, voluntary sessions are conducted in the Learning Center starting the first or second week of class and are scheduled just before or after specific SI-and CLASS-supported courses.

For further information, contact Kristie McClure
Telephone: (818) 947-2744
E-mail: humphrk@lavc.edu

The Writing Center

The Writing Center, located in Humanities 100, offers one-to-one and group tutoring to all LAVC students. The Writing Center staff believes writing is a process with definite stages including invention strategies, idea generation, evidence gathering, outlining, thesis statement development, draft writing, revision, and polishing of final copies; we therefore encourage students to seek help from our experienced tutors from the beginning to the end of their writing process. You may

bring in homework assignments, study questions, essay topics, and reading materials from any class you are taking at LAVC.

The Writing Center can help you grow as a writer, reader, and thinker. To assist in this, we provide writing workshops, instructive handouts, group study guides, internet access, and tutorial software. We also offer three laboratory courses: English 67, a writing lab; English 68, a reading lab; and English 69, a writing and revising on the computer lab. Students may also work independently in our Computer Center located directly next door in Humanities 102. A computer lab monitor is always on duty to answer any questions regarding word processing, MLA format, and Internet research.

All students must have a student ID card to receive services in either part of The Writing Center. We recommend that you come to us in the early stages of your assignment. If possible, bring a written copy of your assignment, bring any books required for the assignment, and bring any notes you have already prepared about what you want to say in the assignment. Our staff is ready to help you develop the skills necessary to successfully complete your work in a comfortable, peer friendly, and stimulating learning environment.

In addition to our in-house services, The Writing Center also offers online tutoring available at www.lavc.edu/WCweb/index.html. Our website also provides instructive handouts, self-guided tutorials, assistance for non-native speakers and students writing across the disciplines, and various links for research.

The Writing Center also supports faculty and staff with designing assignments for writing across the curriculum. For further information about our services, call us at 818-947-2810, visit our website link at www.lavc.edu/wcweb/index.html or drop-in to pick up one of our brochures in Humanities 100.

Reading Center

The Psychology Department Reading Center, located in Bungalow 45, offers day and evening classes to improve reading and study skills: Developmental Communications 23, 35, 36 and Psychology 26. Individualized, one unit, credit/no credit programs are also offered in Developmental Communications 22, including computer-assisted instruction. These courses include: basic phonics and reading skills, intermediate reading, speed reading, comprehension, study skills, and vocabulary development at all levels. Diagnostic testing is given in every class and is also available by appointment in the Reading Lab. The lab is open to students at regular posted hours.

All students are encouraged to enroll in the reading program and to take advantage of practice materials, equipment, and counseling available to them in the lab. The program is especially recommended for those beginning college or returning to school. For information, call the Reading Center, (818) 947-2481.

Earth Science & Anthropology Tutoring Lab

The ES&A Tutoring Lab provides peer-tutoring and other services (make-up and practice quizzes, study-skills and test-taking Workshops for students enrolled in Anthropology, Astronomy, Earth Science, Environmental Science, Geography/GIS, Geology, Meteorology and Oceanography. We provide full access to the equipment and materials used in our classes, including the computer lab.

Math Tutoring Lab

The Math Lab is a drop-in tutoring lab for students to get help with their math homework. Three to four tutors are available at any given hour to work with students on a one-on-one basis for short periods of time as needed. The tutors circulate around the lab. In addition to tutoring services, the lab also provides the following: computers with math software, textbooks on reserve, a loan program for videos, CDs, and calculators, math worksheets, and class workshops. For more information contact the Math Lab Supervisor, Teresa Sutcliffe, at 818-947-2851 or by email at sutclitv@lavc.edu.

Biology Tutor & Resource Center

The Biology Tutorial and Resource Center is located on the second floor of the new Allied Health and Sciences Center (AH&Sc 232) and under the direction of Professor Karen Roy The Tutorial and Resource Center is open approximately 50 hours per week and provides students with study materials such as models, microscopes and slides, and supplemental materials provided by instructors. Tutoring includes all biology courses, microbiology, anatomy, and physiology. Join us there. Bring your Monarch card.

Library

The college's library, one of the largest in the San Fernando Valley, has more than 132,000 books and subscribes to 360 magazines and newspapers. There is also an extensive microfilm collection of back issues of newspapers, scholarly journals and magazines. Students should consider the library their first and best source of learning materials. The Library also provides access to a number of electronic databases that are available from off campus. Students can access these online resources using their campus UIA network account ID. The Library's home page on the Internet, www.lavc.edu/library.html, provides a link to the online catalog and the full text journal databases and indexes. A staff of experienced librarians and library technicians is always available to assist you. The Library's Reference Desk can be reached at 818-947-2763. All registered students are eligible to check out library materials by showing their LAVC student I.D. card.

A collection of helpful handouts produced by the Library is available to help library users get acquainted with the Library

and its resources. For those who want to learn more about research methods and library organization, the Library offers two one-unit courses, Library Science 101, Library Research Methods, and Library Science 102, Internet Research Methods, each semester. Each semester the Library offers many workshops focusing on research skills. Ask for further information at the reference desk in the library.

The Library's web page includes a complete list of library policies and regulations. Students should familiarize themselves with these policies before borrowing library materials. Borrowers will be held responsible for overdue, lost or damaged library materials. The overdue fine policy is posted in the library. A hold will be placed on student records if overdue material is not returned or fines are not paid. Lost materials are billed at the current replacement cost plus a \$10.00 processing charge. If the library judges material to have been damaged by a student, additional fines will be assessed up to the replacement cost of the item. Under the authority of Board Rule 9803, Standards of Conduct, the library reserves the right to restrict library privileges of students who do not abide by these policies.

Academic Computing

Center for Career and Technical Training (CCaTT)

The CCaTT is an open lab located in Business-Journalism 103. The lab is accessible Monday-Saturday during posted hours. A lab assistant is available at designated times. For more information contact Ken Freeman at (818) 947-2568.

Lab for Academic and Instructional Resources (LAIR)

The Lab for Academic and Instructional Resources will be temporarily closed due to budget constraints. However, students may use the CCATT lab located in BJ 103. Please watch for future updates.

Lion's Den

The Lion's Den is located in the Cafeteria building. Sponsored by the Associated Student Union, it is an open lab for all students during posted hours. For more information, contact the Lion's Den at (818) 778-5539.

Other

Service Learning Program

Become a volunteer in your community and make a difference in the world around you!

Los Angeles Valley College's Service Learning Program links students as volunteers with nonprofit agencies. Through volunteer service, students gain valuable practical experience that can be related to any class.

Many Valley College instructors offer extra credit and incorporate Service Learning into their courses enhancing

opportunities for learning, while students gain valuable hands-on work experience with community non-profit agencies. Most requirements are about 15 to 20 hours of volunteer service per semester. Students must also maintain a "reflection journal," challenging them to think, write, and talk critically about their experiences.

Benefits to Students

- Greater understanding of course work. Provides examples of real life application of classroom knowledge.
- Connection to college is strengthened, increasing the likelihood of remaining in school, earning higher grades, and achieving educational goals.
- Provides opportunities for career exploration and workforce training.
- Opportunity to develop leadership and teamwork skills.
- Fosters cultural awareness and diversity.
- Increases self-esteem and critical thinking skills.
- Volunteer service can be included in college applications and employment resumes.

For more information, call the Counseling Department: Rick Brossman, Director (818) 947-2642
Internet: www.lavc.edu

Study Away Program

The Study Away Program at Los Angeles Valley College is dedicated to furthering the development of national, international and intercultural awareness. You can also visit our website at www.lavc.edu/studyaway.

VCAP – Valley College Accelerated Program

Open to all students, the Valley College Accelerated Program (VCAP) offers you the ability to meet your employment and family obligations while earning a college degree or transfer units. Students can customize their college education with flexible options such as short-term evening and Saturday classes, hybrid (classroom-online combination), online, and weekend only classes. VCAP classes can be used alone, or in combination with traditional 16-week classes.

Valley College Accelerated Program (VCAP) offers lower-division general education evening/weekend classes. Additionally, VCAP offers four accelerated transfer degrees, and a Child Development Skills Certificate. The degrees are as follows: 1) General Studies AA Degree; 2) Business/Accounting Transfer and/or Economics AA Degree; 3) Liberal Studies Teacher Preparation (Pre-Teaching Credential); and 4) Allied Health Sciences AS Degree (Pre-Nursing/Dental Hygiene/Respiratory Therapy); and Child Development Certificate A: Associate Teacher, Preschool degree.

With careful planning, a student can earn an Associate Degree in as little as 24 months.

Valley College Accelerated Program consists of **three** core programs: **VCAP Eight Week**, **VCAP Bridge** (English and Math prerequisites), and **VCAP Weekend**.

- VCAP Eight-Week classes generally meet one evening a week and on six half day Saturdays. Students usually take two subjects per eight-week session. There are two eight-week sessions offered in the spring and fall, and one eight-week session in the summer.
- VCAP Bridge allows students to take Math and English prerequisites in an accelerated format. These classes usually meet once a week and half days every Saturday. There are two eight-week sessions offered in the spring and fall, and one eight-week session offered in the summer.
- VCAP Weekend consists of general education classes that are scheduled either Friday evenings and Sunday afternoons, or all day Saturday. Classes meet on five or six consecutive weekends, and are offered year round.

For VCAP current course offerings pick up a schedule at Academic Affairs, at the Admissions and Records Information Desk, or at the VCAP Offices located on the second floor of the Campus Center Building in Rm. 215, or visit our webpage at <http://www.lavc.edu/VCAP>, and click on schedule.

VCAP Support Team Contact Information

- Director, Roana Thornock (818) 947-2455; email: thornorm@lavc.edu.
- Senior Office Assistant, Anna Palacios - Robinson (818) 947-2530; email: palacial@lavc.edu.
- Counselor, Neil Roberts (818) 541-9905; email: robertnr@lavc.edu.

Puente

The Puente Program at Valley College is part of a statewide project that helps students to succeed academically, transfer to four year colleges and universities, and become recognized as leaders and scholars.

All students accepted into the Puente Program will:

- Take two writing classes, English 28 in the Fall and English 101 in the Spring
- Read, discuss and write about Chicano/Latino culture
- Take a Personal Development class paired with English 28
- Work closely with the Puente Counselor until graduation and transfer.
- Attend a regional Puente Conference and visit university campuses
- Work with mentors from the community

Puente is open to all students eligible for English 28 in the Fall and willing to participate fully in the entire year-long program. For application, contact: Rod Moore, Puente Instructor (818) 947-2800 moorerv@lavc.edu

Strategic Team for the Advancement and Retention of Students (STARS)

STARS is a program of opportunities for students to become more successful learners. Students and instructors actively engage together in the learning process both inside and outside of classes. STARS students receive an opportunity to determine their own learning goals in the classroom, attend interactive workshops designed to promote student success, and participate in roundtable discussions exploring the learning/teaching process. For more information, contact the Professional Development office at ext. 2569 or go to www.lavc.edu/stars.