FALL 2004 SCHEDULE  
September 2 – December 18  
Closed Thanksgiving Break November 25 – 26

Learning and Testing Center Hours  

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Monday</td>
<td>9:00 to 7:30</td>
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<tr>
<td>Tuesday</td>
<td>9:00 to 7:30</td>
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<td>Wednesday</td>
<td>9:00 to 7:30</td>
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<tr>
<td>Thursday</td>
<td>9:00 to 7:30</td>
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<tr>
<td>Friday</td>
<td>9:00 to 4:00</td>
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<tr>
<td>Saturday</td>
<td>CLOSED</td>
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<tr>
<td>Sunday</td>
<td>2:00 to 6:00</td>
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“Just to have people sitting there taking time saying, ‘This is how it’s done,’ makes me feel good.”  
—Leonard Gone, student

“It was also very beneficial to be exposed to a variety of teaching styles offered by you and your staff.”  
—Ronda Bedard, student

“Thanks for all your valuable feedback on my students’ writing this semester!”  
—Alexis Easley, professor

“The Learning Center rocks!”  
—Anonymous student  
(from a survey)

The Learning Center is a supportive nonthreatening environment where all students may go to get help with math from pre-college level through calculus. It is the bonus of being in a close-knit academic community where concern for our students is demonstrated daily.”  
—Ron Seater, professor

“TLC is very important for students’ success.”  
—John Pugh, Chancellor

Located in Egan Library, Room 101  
(907) 465-6348  
www.uas.alaska.edu/TLC
THE LEARNING CENTER SERVICES

TUTORING
Tutoring is offered in math, writing, biology, chemistry, physics, and foreign languages. We welcome students at all levels of achievement. Please let us know if you need a tutor for other subjects and we will do our best to accommodate you. Online writing tutoring is also available from the Learning Center website.

Who are we?
The Learning Center is staffed by a manager, math and writing specialists, student tutors, and faculty members.

How do I use these services?
Come to Egan Library Room 101 to work with the tutors. Drop in for math tutoring or sign-up for writing tutorials on the weekly schedule. The schedule for tutoring in other subjects is posted within the center. We ask all students to sign-in and sign-out on the log-in computer at the front door.

Disclaimer: While we try to keep noise to a minimum, the center is designed for students to discuss their assignments with tutors and other students. If the noise level makes it difficult for you to study, please let us know.

Quieter study rooms are available in the center or out in the library.

WRITING TUTORIALS
What we do:
♦ Prewriting: We help you brainstorm, outline, develop, and organize ideas.
♦ Revision: We help you evaluate the focus of and the supporting information in your paper.
♦ Editing skills: We help you identify patterns of errors and learn to self-edit your work.
♦ Documentation: We guide you in using MLA and APA documentation. Resource books and handouts are available.
♦ Style: We read your paper and discuss audience, tone, and style appropriate for your discipline.

What we do not do:
♦ We don’t write, revise, or fix papers.
♦ We don’t spend unlimited time with one student. (30 minutes per student)
♦ We don’t work on every aspect of a paper at one time.
♦ We do not estimate grades.

How can you benefit most from a session with a writing tutor?
♦ Plan several appointments in advance of the due date to allow for adequate revision
♦ Bring your assignment description.
♦ Identify areas of concern prior to coming to the tutoring session. Feedback forms are available to prioritize topics of discussion.
♦ Last minute, emergency, and panicked visits to the center will NOT result in dramatic improvements in your writing! PLAN AHEAD!!

Appointment Policy
Please be punctual to all one-on-one sessions. If you are ten minutes late, your session will be given to the stand–by person. If you know you will be late, or if you need to cancel, please call 465-6348 and leave a message.

OTHER RESOURCES AVAILABLE
Portfolio Assistance
The writing tutors are familiar with requirements for English 110 portfolios as well as BLA junior and other program portfolios. Schedule regular appointments to discuss your portfolio progress. Sample portfolios and cover letters are available for review.

Materials and Equipment
You may check out older textbooks. Current texts and old tests can be viewed only at the center. Old math tests can also be accessed online at the center’s website. Handouts are also available on various subjects. We have study rooms for workshops, group work, or individual testing. A reader computer can be reserved for instruction on how to use it. Tape recorders and headsets can be checked out and used at the center. Computers with Maple and T1-Graph Link are available for math students.

WORKSHOPS & SEMINARS
Look for our fliers around campus, or check out the bulletin board at the center for current workshops.

THE TESTING CENTER SERVICES

PROCTORING SERVICES
If you need special accommodations for testing, please arrange with your professor to have the Testing Center proctor your exam. Please note that tests will be administered only during scheduled Testing Center hours.

The center proctors all non-UA correspondence exams, including CLEP and Online exams, for a fee of $20 per hour. The CLEP fee, paid to the CLEP testing service, is $55 per test and is paid with a credit card online.

All UA affiliated exams are proctored free of charge. Appointments are necessary for proctoring distance course exams. Call 465-6348 to make an appointment.

The Testing Center is the designated site for CLEP, GRE, LSAT, MAT, Praxis, CGFM, Optometry, and Dental Entrance Exams. If you have questions, need informational packets, or need to arrange for testing in other fields, please contact the Learning Center at 465-6348. The center does not offer computerized versions of most tests.

PLACEMENT TESTING
The center offers placement testing in English, math, and Computer Information and Office Systems. The purpose of placement testing is to assess your academic skills to determine what course(s) you can enroll in and be successful.

How do I use the Testing Center’s Services?
It is very simple! Call 465-6348 for information or an appointment. Come to Egan Library 101, sign-in with the staff, request and take your test, and sign-out when finished.

IMPORTANT!!
IN ORDER TO TAKE A TEST YOU ARE REQUIRED TO HAVE A CURRENT PHOTO ID WITH YOUR SIGNATURE ON IT.