

ACADEMIC SUPPORT CENTER
SKILLS CENTER
(714) 992-7144
<http://skillscenter.fullcoll.edu>

GUIDELINES FOR DROP-IN STUDENTS
Strengthen your skills. Improve your confidence and grades.

WHAT DO WE OFFER?

- * **READING:**
Improving speed, comprehension, vocabulary
- * **STUDY SKILLS:**
Improving note-taking, memory and time-management skills. Learning Styles Inventory Assessment available
- * **CRITICAL THINKING:**
Improving logic, analysis, interpretation
- * **WRITING:**
Improving correctness (grammar, sentence structure and punctuation), pre-writing, focus, organization, development, revision, research and format
- * **TEST-TAKING SKILLS:**
Improving preparation, task analysis, test-wiseness
- * **FINDING BASIC INFORMATION:**
Skillsbank and Writing Resources software available
- * **LEARNING SPECIALIZED SUBJECTS:**
Learning a foreign language or English as a Second Language
- * **MAKE-UP EXAM SERVICE:**
If your professor allows make-up exams, we can administer them. Ask your professor if you can use this service.

WHERE ARE WE?

On the ground floor, west side entrance of the Library Learning Resource Center room 801

WHEN ARE WE OPEN?

Monday-Thursday: 7:30 a.m.- 9:00 p.m.; Friday: 7:30 a.m.- 4:00 p.m.; Saturday: 10:00 a.m. - 2:00 p.m.

HOW CAN YOU USE THE LAB?

- *You can drop in whenever we are open and work on any of our materials you choose. Discuss your needs with one of our Instructional Assistants to get a relevant list of available resources.*
- *You can pick up a Self Referral Material Check-out card at the Skills Center. Ask your instructor what you should work on. Your instructor may recommend specific materials to help you in his/her class. Bring this recommendation to the Skills Center.*
- ***YOU MUST ALWAYS HAVE YOUR STUDENT I.D. WITH YOU.** In order to use Skills Center computers, ALL students must have campus Network Accounts. Network Accounts are automatically set-up during the registration process. A student's initial password is his/her 6 digit birthday.*

CAN YOU USE THE SKILLS CENTER WHEN ONE OF YOUR CLASSES IS CANCELED OR DISMISSED EARLY?

- Students cannot count time spent in the lab toward their "Arranged Time Requirement" if they are supposed to be in a class at the same time, even if that class is canceled or let our early.

The Skills Center offers support materials and services to help you succeed.
We look forward to assisting you.