Welcome!
Hello and Welcome to the Learning Center!

How do Learning Center Courses Operate?
We’re glad you asked! It all depends on the course you’re enrolled in.

Students enrolled in Basic Math (MTH001) or Basic Writing Skills I (ENG098) will meet for class at the day and time listed on their course schedule.

Orientation for Basic Math and Basic Writing Skills I will be held the first day of class. Students are to bring all class materials, including their MyMathLab and MyWritingLab access codes, to their first class.

For all other Learning Center Courses:
- Geometry (MTH009)
- Basic Grammar Punctuation (ENG005)
- Introduction to Reading (RDG020)
- Spelling Vocabulary Skills (ENG017)

The “ARR” notation (also known as “arranged”), listed under the day and time on the Student Schedule, means an LC Instructor will assist students in creating a schedule of attendance that best complements their class schedule.

An Orientation session is required for each of the four LC courses listed above.

For Orientation:
- MTH009
- ENG005
- RDG020
- ENG017

Orientations are held at the following locations:
- Hillsboro Campus
  (Library building—Rooms 112 & 114) 636-797-3000, ext. 3151 -or-rlewis@jeffco.edu
- Arnold Site
  (Third Floor—Room 310B) 636-942-3000, ext. 3593 -or-belement@jeffco.edu

Students are to bring all class materials, including their online access code(s), to orientation.

Testing
The course outline shows when a test should be taken and what material is covered on the test. Learning Center courses are mastery based. This means each test must be passed with an 80% or better before the student can proceed to the next required test.

Grades
Students must complete all required units/modules in a course with at least an 80% grade on each unit/module and complete a final test with at least an 80% score.

Final Grades will be:
A (90—100% average)
B (80—89% average)

The Learning Center does not assign C or D grades. An F grade is assigned when students do not complete all of the objectives of the course for the semester that he or she is enrolled.

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Special points of Interest:
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- Important Dates
- LC Hours/Extensions

LC Important Dates to Remember:
- (CLOSED) Martin Luther King, Jr. Day Observed—Mon., January 18, 2016
- (CLOSED) President’s Day Observed—Mon., February 15, 2016
- (FACULTY IN-SERVICE DAY) No DAY classes / Night classes WILL MEET—Tues., March 1, 2016
- (CLOSED) Spring Break—March 14-20, 2016
**LC Webpage**

More information about the Learning Center can be found on the Jefferson College website:

To reach the LC webpage, go to:

⇒ www.jeffco.edu
⇒ Current Students
⇒ Academic Services
⇒ The Learning Center

**LC Hours & Extensions**

**Hillsboro Campus**

- (Math) 636-481-3155 or 636-797-3000, ext. 3155
- (English) 636-481-3150 or 636-797-3000, ext. 3150

Monday—Thursday 9 a.m.—3 p.m.
5 p.m.—8 p.m.
Friday 9 a.m.—2 p.m.

**Arnold Site**

- (Instructor) 636-481-3573 or 636-942-3000, ext. 3573
- (Front Desk) 636-481-3593 or 636-942-3000, ext. 3593

Monday—Thursday 9 a.m.—9 p.m.
Friday 9 a.m.—2 p.m.

**FAQ’s**

Q: Do I need to purchase a textbook for Basic Math?
A: No. Students need only to purchase a **MyMathLab access code**. The access code can be purchased at the Jefferson College bookstore.

Q: Can I attend my Basic Math and/or Basic Writing Skills I class outside of my scheduled time?
A: Yes! Students may attend the Learning Center at any time during operating hours; however, **this is in addition to** your regularly scheduled class time.

Q: What if I need to take a test?
A: To take a test, students must first report to the Learning Center, as **attendance will be taken and recorded during each class period**. The LC policy on Attendance is the same as the Student Handbook. Students must have instructor approval to test.

Q: What do I need to bring on the first day of class?
A: Students are to bring **all class materials**, including their online access code(s), to their first class.

**Cell Phone Use**

When working in the Learning Center, **all cell phones must be on silent or on vibrate**.

As a courtesy to fellow students and to the instructors, students should not receive or make calls while working in the Learning Center.

**Compass**

The Compass Writing and/or Compass Reading Assessment is a requirement for the following courses and must have been taken within the previous six months of the start of the semester:

- Basic Writing Skills I
- Introduction to Reading

If you have not taken the Compass or your test results are older than six months, please see a Learning Center Instructor.

**Peer Tutors / Tutoring**

The Peer Tutoring program provides one on one tutoring with a fellow student who has already been successful in the course.

**Breaking News…**

Jefferson College is “Now Accepting Applications for Peer Tutors.”

This beneficial program has helped many in their pursuit of a degree. Students need an overall 3.0 GPA or a 2.8 GPA with an “A” in a specific course to be eligible to be a Peer Tutor. The GPA requirements must be met every semester.

**This just in…**

Peer Tutoring is a great addition to one’s resume. Students will receive pay for helping their fellow classmates. Peer tutors are paid $7.50 for individual tutoring or $8.95 for group tutoring. Jefferson College provides the training to be a peer tutor.

**Need a Tutor?**

The Peer tutor program provides one hour of **free** tutoring each week per class. Students with documented disabilities or students in Project Success may request additional tutoring hours.

**For Tutoring services, contact:**

**Connie Nash**
Hillsboro Campus
Northwest & Imperial Site
(636) 481-3164 or
(636-797-3000, ext. 3164
cnash@jeffco.edu

**Barb Clements**
Arnold Site
(636) 481-3593 or
(636) 942-3000, ext. 3593
blemant@jeffco.edu