WELCOME TO THE STUDENT SUCCESS CENTER

- All students must enroll in Tut 050* to use SSC services.
- All students must have a student I.D. card to register and sign in for services every visit.
- Students must be enrolled in the class at OCC for which they want tutoring. We cannot provide tutoring for classes taken at other colleges. We do not provide tutoring for test preparation.
- Students must sign in and out each time they use the SSC and when changing services (ex: group to drop-in) or subjects (ex: math to chemistry). Give the “checked-in” card to the tutor.
- Students can only be signed in if there is a tutor available for the class in which they need help. Math and English tutors are available all open hours. Check the drop-in schedule for the availability of other tutors.
- Students are expected to be working on subject material for the duration of their session in the SSC. If a student is not working on class material, he/she will be asked to sign out and leave.
- Computers are available for class work only. Do not check email or social media sites, “surf” the internet, etc.
- NO FOOD OR DRINKS in the Student Success Center (water in a closed container is allowed)
- Please be considerate of others who are studying and keep your voice down.
- Rude, inconsiderate behavior/language toward staff will not be tolerated.
- Turn your cell phone off or to vibrate. Do not use your phone while in the SSC.

Services Offered:  Drop-In Tutoring, Study Groups, English DLAs (Directed Learning Activities) and workshops, Conversation Groups, Scheduled Appointments (for Math 005, 008, 010, and 030 only), Study Skills Workshops. Check the SSC Website for a complete listing of services and the days/times they are offered.

For Students Receiving Extra Credit: Please be aware that the following behaviors are considered dishonest behavior/cheating and will be reported to the instructor and possibly the dean of students: signing in, leaving the SSC and coming back later to sign out; signing in for the extra credit class and then getting help for a different class; signing in but not working on classwork; Students receiving extra credit MUST be working with a tutor. Students may not sign in just to “do their time” so they can receive extra credit. Max 2 hours/day

*Tutoring 050 - Supervised Tutoring (Kamphuis)
Students receiving tutorial services must enroll in Tutoring 050 – Supervised Tutoring. This is a non-credit (0 units), non-graded, open-entry course that has no fee attached. The course will not show up on students’ transcripts.

Student Learning Outcomes:  Students will be able to demonstrate independent learning, practice effective study skills, and use appropriate learning resources such as handbooks and dictionaries.

Attention! If you are in any of the following programs, you may be eligible for additional tutoring services: EOPS, DSPS, Equity, Vets, Guardian Scholars, Puente, Umoja, PRESS. Please ask for details.

More information on back
Who are my tutors?
SSC Tutors must meet academic criteria, be recommended by their instructors and complete a tutor training course. Our staff of tutors is a diverse group of OCC students, former OCC students who are now at local universities, and graduates with bachelors’ or masters’ degrees.

Please come prepared for tutoring:
• bring your book, syllabus, lecture notes, and study materials
• have questions ready to ask the tutor
• come ready to work

Tutors Will:
• help you understand the material
• help with study skills such as test prep, note taking, and time management
• encourage and support your efforts to learn

Tutors Will Not:
• do your homework for you
• just give you the answers
• “teach” you materials you have not yet read or that you missed because you did not attend class lectures
• correct/edit papers

Policy Regarding Video Recordings: Students are not authorized to record audio/video in the Success Center with any electronic device or phone. If such recordings are noticed, students will be asked to leave. Subsequent issues will result in students being referred to the Dean of Students for follow-up and possible disciplinary action.

How to Request a Study Group: Study groups can be powerful tools for students to learn and understand tough material. A trained tutor will review material and answer questions as well as provide study skills tips like how to study for a test. Study groups will be created based on student demand. In order for a study group to be created, at least 5 students must sign up and commit to attend on a weekly basis. Sign-up sheets are located in folders organized by subjects at the front desk of the Student Success Center (SSC). Most groups meet once a week for 50 minutes. New students are always welcome to join ongoing study groups.

College Success Series: A variety of topics are offered on a weekly basis throughout the semester. Workshop topics include time management, note taking, memory, test taking and more. See a member of the front desk staff for a flier with dates, times, and topics. Individual appointments with a tutor for these topics are also available.

BRAINFUSE Online Tutoring: Free online tutoring is now available 24/7 through BrainFuse. Go to your TUT 050 Canvas page and click on the BrainFuse link. You can receive up to 9 hours a month of online tutoring.

orangecoastcollege.edu/successcenter
Located in C&L 103 (under the Blue Clock Tower)  714-432-5559