College students too often have the mindset that tutoring is for those who are not as smart as others or have gotten themselves into trouble with a class halfway through the semester and need a quick way to bring up a grade. **Both of these mindsets are myths!**

Seeking help early gives you a better chance at receiving a good grade as long as you put forth effort. Going to tutoring does not mean you should pay less attention in class or not read over class material. A tutor is there for EXTRA help and a reference in addition to your own efforts.

Getting help with course work is always a good idea – no matter when it happens. Even when it occurs at the last minute, getting help with a paper, or help understanding important concepts, or help studying for a test, can make a difference. However, **starting early** to get tutoring – especially for a difficult subject – can make a significant difference.

Tutoring is not limited to students who are doing poorly. In fact, many straight A students use the Learning Center and tutoring services on a daily basis. Make it a habit to come to the Learning Center to review, study, and get explanations.

Tutors are available beginning the first day of class. **Tutoring is FREE!** It is a walk-in service. Visit the Learning Center in Main 232 (back of the library) for the tools you need to succeed: **FREE** tutoring, computers, help with your next paper, quiet study rooms, a Biology Model/Bone room, and more.

To see the tutoring schedule:
- Go to hacc.edu
- Click Lancaster (top)
- Click Tutoring (bottom left)
- Click Weekly Tutoring Schedule
**LEARNING SKILLS WORKSHOPS**  
February 2014  

<table>
<thead>
<tr>
<th>Date</th>
<th>Workshop Title</th>
<th>Time</th>
</tr>
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<tbody>
<tr>
<td>2/3</td>
<td>Study Smarter</td>
<td>3:00-3:50</td>
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<tr>
<td></td>
<td>Note-Taking Skills</td>
<td>4:00-4:50</td>
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<tr>
<td>2/10</td>
<td>T.I. Graphing Calculator</td>
<td>1:00-1:50</td>
</tr>
<tr>
<td>2/13</td>
<td>Math Success Strategies</td>
<td>9:00-9:50</td>
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<tr>
<td></td>
<td>MLA Citations</td>
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<tr>
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<td>9:00-9:50</td>
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<tr>
<td>2/18</td>
<td>PowerPoint Basics</td>
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<tr>
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<td>Test Taking Tips</td>
<td>11:00-11:50</td>
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<td>2/19</td>
<td>APA Citations</td>
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<td>Time Management</td>
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<td>Reading Strategies</td>
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<td>2/26</td>
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<td>2/28</td>
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<tr>
<td></td>
<td>Note-Taking Skills</td>
<td>11:00-11:50</td>
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### Study Tips and Techniques

* **Quiz Yourself:** Use flashcards, answer sample questions, or do practice tests. Carry your flash cards with you. Use them during “dead time,” such as standing in a check-out line, waiting in a doctor or dentist’s office, riding a bus, or waiting at the Laundromat. Post them on your bathroom mirror to review while shaving or applying make-up. You’ll be surprised how much you can accomplish during those “dead times.”

* **Study material over a number of sessions:** A student who does not review material can forget 80% of what has been learned in only two weeks! The first review should come very shortly after the material was first presented and studied. Reviewing early acts as a safeguard against forgetting and helps you remember far longer. Frequent reviews throughout the course will bring rewards at test time and will alleviate pre-test anxiety.

* **Take good notes in class.** Anything the instructor writes on the board should appear in your notes. If the instructor took the time to write it out, he or she considers it important. You should do the same.

* **Don’t leave assignments until the day before they are due!** If you have a paper to write or a lab report to prepare, begin it as soon as possible. Remember that many papers or projects require quite a bit of research before you can even begin writing. In most cases, it is impossible to accomplish the necessary preparation in one day or even one week.

* **Visit the Learning Center** to get helpful feedback and answers, to gain valuable study and learning strategies, to gain confidence, and to clarify concepts from class.
Ten Tips for Test Taking

1. Review your previous tests and sample tests provided by your teacher. Each test you take prepares you for the next one!
2. Arrive early for tests.
3. Be comfortable but alert. Choose a comfortable location with space enough that you need. Don't slouch; maintain good posture.
4. Keep a good attitude and remind yourself that you are going to do your best. If you find yourself panicking, take a few deep breaths. Don't talk to other students right before: stress can be contagious.
5. Stay relaxed and confident.
6. Read directions carefully and avoid careless errors.
7. If there is time, quickly look through the test for an overview. Scan for keywords. If permitted, jot any notes that come to mind.
8. Answer questions in a strategic order: Easy questions first to build confidence. Then those with the most point value. On objective tests, eliminate obvious incorrect answers. On essay tests, broadly outline your answer and sequence of points.
9. Review if you have time. Resist the urge to leave when you complete the exam--check if you have answered all the questions and not made any errors or mismarked any answers.
10. Change answers to questions if you misread the question! You may also find information in the test that will correct a previous answer.

Testing Services

Academic Make-up Testing:
The Test Center provides academic make-up testing as a walk-in service for students who, with their instructor's permission, need to make up a test missed in class.

Regular testing center hours are listed on the right. To check the schedule online go to: www.hacc.edu
Select: Lancaster (Top Right) and Test Center (Lower Left)

Virtual Testing Computer Exam:
Some online courses require students to take proctored on-campus computerized tests. Students who need to take a proctored on-campus computerized test must schedule an appointment.
Check Testing Center Hours for available times.
To schedule an appointment go to: www.hacc.edu
Select: Virtual Campus (Top Right), Current Students (Left), Testing and Proctoring (Right), Scheduling a Computer Testing Appointment, and Computer Exam Appointment Form

Virtual Testing Paper Exam:
Some online courses (math and computer science) require students to take proctored on-campus paper tests during scheduled test sessions. Students who need to take a proctored on-campus paper test do not need an appointment. You should arrive at least 15 minutes early to the testing session. Each test session is two hours in length.

Lancaster Campus test dates and times:

<table>
<thead>
<tr>
<th>Test 1 Main 222</th>
<th>Test 2 Main 222</th>
<th>Test 3 Main 222</th>
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<tbody>
<tr>
<td>Monday, Feb. 17</td>
<td>Monday, Mar. 24</td>
<td>Monday, Apr. 5</td>
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<tr>
<td>1:00pm</td>
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<td>6:00pm</td>
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<tr>
<td>Tuesday, Feb. 18</td>
<td>Tuesday, Mar. 25</td>
<td>Tuesday, Apr. 6</td>
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<tr>
<td>9:00am</td>
<td>9:00am</td>
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<td>4:00pm</td>
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</tr>
<tr>
<td>6:30pm</td>
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<td>6:30pm</td>
</tr>
</tbody>
</table>

*ALL testing CLOSED 3/12 & 4/29
**Check the testing webpage for any schedule changes
Contact: lanctestcenter@hacc.edu or 358.2878 for more info.
⇒ PHOTO ID REQUIRED
⇒ No cellphones
⇒ Allow sufficient time for your test when you come
⇒ Children are not permitted in the Testing Center
TUTOR SPOTLIGHT

‘ABBY’

Abby has been an English tutor in the Learning Center since Fall 2012. Abby attended HACC for a year and a half and then transferred to Millersville. She is presently a senior completing her studies in English. Reading has always been a big part of her life and she loves all kinds of books. In December, her first book was published. Nebalia is available on Amazon.com and will hopefully be in the HACC library in February. Nebalia is the first book in a series of five. Check out more about the book on the right.

NEBALIA
THE QUEST FOR THE CITY OF LIGHTS

For all those who felt out of place and dared to make a change. Jayzeel lived in an orphanage when he hatched a plan to run away. Along with two friends, Melodie and Zanne, they sneak away from the orphanage, fall into a portal, and are transported to Nebalia—a land full of excitement and danger, good and evil. The trio soon learn that this mysterious and mystical land was overtaken by a cruel tyrant who injected the place and the people with his poison—after he destroyed the rightful king and queen. Jayzeel, Melodie, and Zanne decide to avenge the takeover and embark on a sensational quest to oust the monster. Their journey takes them far away from Yorkshire, England, into the Tyrainean Jungle, over the Emerald Mountains, through the Dungeon of Doom, and to the Aramist River—along the way they befriend and bedevil elves and dwarves and mermaids and all types of wildly weird creatures. Will Jayzeel survive the battle and return to the City of Lights as king of Nebalia? Will he discover the whole truth lurking within the darkness of his past? Will trust and friendship overcome manipulation and greed? Only those brave enough to open their hearts and minds will learn the secrets of Nebalia.

Office for Academic Success Staff—
We are here to help!

- Lori Corradino - Campus Director, Academic Success, M232C, 358-2860
- Kayla Landers - Learning Center Specialist, M232B, 358-2884
- Amy Rivera - Test Center Specialist, M232E, 358-2878
- Jerry Holt - Test Center Technician (evenings), M232E, 358-2878

A look at the Learning Center FALL 2013

- 1193 students were served
- 110+ courses were supported
- The most tutored subjects were MATH (33%), ENGL (24%), BIOL (12%), CHEM (10%), and ACCT/BUSI (9%)
- The most tutored courses were MATH 051, BIOL 121, MATH 020, and ENGL 101