



Taking learning to the next level.

ACADEMIC SUPPORT CENTER
SKILLS CENTER LAB REQUIREMENTS
FOR STUDENTS
Fall 2009

http://skillscenter.fullcoll.edu

Skills Center Location: Ground Floor of Library and Learning Resource Center, West Entrance
Phone Number: 714-992-7144

Table with 3 columns: 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.)

FIRST DAY OF SERVICE: MONDAY, AUGUST 17, 2009
LAST DAY OF SERVICE: TUESDAY, DECEMBER 8, 2009
(See our website for the Make-up Final Exam testing hours)

Network Accounts

ALL students must have a campus Network Account in order to use Skills Center computers. Network accounts are now automatically set-up during the registration process. A student's initial password is his/her 6 digit birthdate.

Bring These Items With You Each Time You Attend the Center

- Your student I.D. card or know your I.D. number
Your Material Check-out Card
Your Skills Center Assignment Sheet, contract or workbook

Attend the Center During Your Free Time

- You cannot count time spent in the lab toward your "Arranged Time Requirement" if you are supposed to be in a class at the same time, even if that class is canceled or dismissed early.
The Center cannot receive money from the State for services given to students who were in the lab at the same time they were supposed to be in class.

Center's purpose is to assist you and other lab users to develop academic skills.
You must conduct yourself so that you and other lab users can accomplish this goal.

- DO: Use any of the Center's materials to develop your skills.
Ask Skills Center staff for assistance.
Work in the Center regularly to build up your lab time and maximize your learning.
Log off the computer when finished working.

- DON'T: Bring food and beverages to the Center.
Bring children to the Center.
Socialize, use a cell phone, listen to music or the radio, or work on other homework, word processing, or personal business while in the lab.
Leave your carrel for more than a few minutes (You will be scanned out).
Write in Skills Center materials or remove materials from the Center.
Try to log a great number of lab hours at one time or at the end of a semester. Keep each Skills Center session to 2 hours or less.

(see next page for lab requirements)

LAB REQUIREMENTS

TO USE THE SKILLS CENTER, ALWAYS HAVE YOUR STUDENT I.D. CARD
AND YOUR NETWORK ACCOUNT ID & PASSWORD WITH YOU

Scanning Into the Center

- *First*, scan your Student I.D. card (or key in your 8 digit student number).
- *Second*, scan the *Activity Number* that corresponds to the *CRN* (Course reference number) for your class.

Checking Out Materials

- Present your Material Check-out Card to a counter lab aide and say what computer program, print material or video you would like.
- Obtain a carrel seat card. The number on it identifies the carrel assigned to you.

Using Lab Materials

- Ask a counter aide or Instructional Assistant for help with any software program or other problem.
- Let the aides at the counter know immediately when a computer is not working or if there is something wrong with other material that you have been given to use.
- Follow the Skills Center policies posted in each carrel and in the Center.

Using the Internet

- The Skills Center adheres to the campus Acceptable Use Policy available at <http://support.fullcoll.edu/labpolicies.htm#acceptusepol> .
- Students engaging in unauthorized use of computers (such as playing games, checking E-mail, downloading software, tampering with the setup or the desktop) may have their access privileges suspended or revoked.

Checking Out of the Center

- Return the carrel card and all Skills Center material to the counter. Your Material Check-out Card will be returned to you.
- Scan out using your student I.D. card or enter your 8 digit student I.D. number only. If you do not scan out, the TimeKeeper system will record only 15 *minutes* for your lab time during that session, no matter how much longer you were actually in the lab.

Meeting Class Lab Time Requirements

- Your instructor can access a record of your lab attendance.
- **Keep your own record of attendance (time in, time out) on your Material Check-out Card** as further proof of your lab attendance. On the first scan of the day, the screen will display the number of **hours** you have accumulated throughout the semester. When you scan out, the screen will display the number of **minutes** you have accumulated for that session only. A conversion chart is available: [Click here for Comparison Chart](#)
- If you want to verify your lab time, go to the Fullerton College homepage (www.fullcoll.edu), click “myfc login”, enter your staff username and password, click on the ‘Early Alert/TK’ tab at the top of the myfc page and select the CRN you wish to view. [Click here for instructions](#)

DUPLICATION OF ESL AND FOREIGN LANGUAGE CDs

Contact the Skills Center staff for details.