



2021-22
CATALOG

**LIBRARY and
LEARNING RESOURCES**



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Academic Support and Achievement Center (ASAC)

Building 6, South Entrance, Lower Level, Room 101

Learning Technology Center, (909) 274-4300

ASAC (<http://mtsac.edu/asac/>)

The Academic Support and Achievement Center (ASAC) provides a one-stop shop for academic support. Trained and qualified tutors, peer mentors, lab instructors, and instructional support specialists are available for English, Math, reading, the sciences, and more. Workshops, study groups, and Supplemental Instruction (SI) are offered to support academic goals. A testing center and the ASAC Computer Lab are also available. The ASAC Computer Lab computers and audio visual materials are available to all current registered Mt. SAC students with valid Mt. SAC photo ID. Students can use the Learning Lab for research, word processing, multimedia assignments, online course work, and to supplement classroom instruction.

Achieving in College, Ensuring Success (ACES) Program

Building 9E, (909) 274-4411

ACES Program (<http://www.mtsac.edu/aces/>)

The goal of ACES is to increase the college retention and graduation rates of the participants and facilitate the process of transition from one level of higher education to the next. ACES provides intensive academic, personal, and career counseling to help first-generation, and/or low-income, foster youth, or disabled students reach their post-secondary goals.

Distance Learning Program

Building 6, (909) 274-5659

Distance Learning Program (<http://www.mtsac.edu/distancelearning/>)

Distance Learning means taking classes that are conducted partially or entirely off-campus "at a distance." Students and professors communicate with each other using a variety of technologies. Distance Learning (DL) courses have the same content and academic rigor as regular courses; the only difference is the delivery method. Students should expect to spend as much time, sometimes more depending on the subject matter, reading, writing, and studying for DL courses as they would in regular courses. In addition, students who manage their time well, log into DL courses regularly, submit completed work on time, and meet course expectations would do well in any course, but especially in DL courses. Communicating with the professor in a timely manner when there are questions or problems is also critical to student success.

Extended Opportunity Programs & Services (EOPS)

Building 9B, (909) 274-4500

Extended Opportunity Programs & Services (<http://www.mtsac.edu/eops/>)

Extended Opportunity Programs and Services (EOPS) provides educational and financial support services to eligible students who have historically experienced economic and educational disadvantages. Our program goes "over and above" other college services by offering priority registration, counseling, tutoring, financial assistance, and other support

services designed to help students meet their personal and educational goals.

Language Learning Center (LLC)

Building 77, Room 1005, (909) 274-4580

Language Learning Center (<http://www.mtsac.edu/llc/>)

The Language Learning Center (LLC) offers computer, web, and other media resources for students learning English as another language (ESL and AMLA) as well as those studying sign language (ASL) and world languages. Registration is open and free to anyone in the community.

Library

Building 6, North Entrance, Upper Level,

Learning Technology Center, (909) 274-4260

Library (<http://mtsac.edu/library/>)

The Library offers students, faculty, and staff a place to develop information and technology literacy, cultivate information inquiry skills, engage in quiet study, and meet to collaborate with fellow students. Students who visit the reference desk receive individualized instruction that will assist them develop their research topics, select topically relevant databases, construct effective searches, and find and evaluate their retrievals. Students that attend library workshops or enroll in a credit library course will further develop information literacy and research skills, improve their ability to evaluate and integrate a variety of materials into their papers and presentations, and learn effective search techniques.

The Library has a collection of over 90,000 print and media materials that include print books, eBooks, closed-captioned DVDs, and specialized materials such as audiobooks, adapted ESL titles, career titles, and popular titles. Students can reserve group study rooms online and can print from the library computers, their own devices, and from off campus.

Math Activities Resource Center (MARC)

Building 61 - Room 1318, (909) 274-5014

MARC Center (<http://www.mtsac.edu/marc/>)

The MARC offers free tutoring to Mt. SAC students currently enrolled in MATH 50 through MATH 71. Resources for checkout include videos, calculators, textbooks and solutions manuals.

Science, Technology, Engineering, and Mathematics (STEM) Center

Building 61 - Room 3318, (909) 274-4224

STEM Center (<http://www.mtsac.edu/stem/>)

The STEM Center offers free support services to students enrolled in science, mathematics, and engineering courses. Services include peer coaching, tutoring, faculty office hours, and counseling. Seminars and workshops on strategies for success in STEM courses, life management skills for success in STEM courses, and preparation for transfer in STEM majors are presented. The STEM Center serves as a hub for activity related to STEM courses and career.

Speech and Sign Success Center (SSSC)

Building 26B, Room 1551, (909) 274-6297

Speech and Sign Success Center (SSSC) (<http://mtsac.edu/sssc/>)

Sign Language and Speech students can access specially designed digital video recording rooms that include flat screen monitors for self guided practice and skill development. For Sign students, the center has the video relay system (VRS) with special headsets for interpreters in training, as well as finger practice software. For Speech students, the

center provides video libraries of speech examples and tools to create and manage visual aids. For both subject areas, individualized tutoring services are available. Students must be enrolled in a Speech or Sign class, and bring their student I.D. with them to access the center. Drop-in sessions are welcomed, but appointments are highly encouraged.

Tech Ed Resource Center (TERC)

Building 18C - 1105, (909) 274-6118 or (909) 274-6122

TERC Center (<http://www.mtsac.edu/tech-health/terc/>)

The Tech Ed Resource Center (TERC) offers specialty tutoring in Aviation, Paralegal studies, CIS courses, Electronics, as well as basic math, English, and study methods to all CTE students. Students can check out laptops, books, and specialized equipment for their major (microscopes and electronics equipment, etc.). Students are encouraged to drop in and work with tutors or study independently. Two counselors are available during the Fall and Spring semesters; appointments are not required for TERC services.

Transfer Math Activities Resource Center (T-MARC)

Building 61 - Room 1314, (909) 274-5389

T-MARC Center (<http://www.mtsac.edu/marc/>)

The T-MARC offers free math tutoring to Mt. SAC students currently enrolled in MATH 100 and above. A variety of resources for in-lab and take-home use are available.

The Writing Center

Building 26B - Room 1561A, (909) 274-5325

Writing Center (<http://www.mtsac.edu/writingcenter/>)

The Writing Center offers free services to all students. The Center provides one-on-one tutoring in writing for any course at the College in both face-to-face and online formats. CRLA-certified tutors and at least one qualified English instructor are present at all times. Non-native English speaking students can also make appointments with ESL-trained tutors. In addition, the Writing Center offers workshops to help with common writing issues, such as grammar, thesis statements, essay planning and organization as well as documentation, and college research. Directed Learning Activities to hone writing and grammar skills are also offered. The Center's computer lab is open to students who use tutoring services to write and print papers, conduct research, and develop skills of grammar and rhetoric using self-directed software.

WIN Program

Building 45, Room 1430, (909) 274-4239

WIN Program (<http://mtsac.edu/continuing/noncredit/abe/win.html>)

The WIN Program is a tutorial center and study hall where student-athletes have the opportunity to access tutoring in all subject areas either individually or in a group. The program is specifically designed to achieve success in their courses, prepare students to transfer to a four-year university, and assist them in maintaining academic eligibility.

4. Have the approval of the assigned work experience professor
5. Pursue a planned program of work experience education based on written, measurable learning objectives which are directly related to the student's educational program and which, in the opinion of the professor, include new or expanded responsibilities or learning opportunities beyond those experienced during previous employment. Repetition of experiences in an ongoing job does not guarantee continued eligibility for the program. Student may repeat Work Experience up to 16 units. New learning objectives are required for each enrollment
6. Meet the following condition if self-employed: Identify a person who is approved by the professor to serve as a designated employer representative. This representative shall agree, in writing, to accept the following employer responsibilities:
 - a. Assist the student in identifying new or expanded on-the-job learning objectives
 - b. Assist in the evaluation of the student's identified on-the-job learning objectives
 - c. Validate hours worked

Credits

For the satisfactory completion of work experience education, the College will grant credit to a student in an amount not to exceed four (4) units per semester, with a maximum total of sixteen (16) units during the student's enrollment at the College. A minimum of 75 paid clock hours or 60 non-paid clock hours per semester of supervised work is required for each one unit of credit.

The student must be, as verified by the supervising professor, enrolled in an occupational program directly related to the work experience assignment.

The student enrolled in the work experience education program shall assume and comply with the following responsibilities:

1. Unless otherwise determined, develop measurable learning objectives approved by the professor and work site supervisor
2. If under the age of 18, obtain the written permission of their parents
3. Faithfully discharge the duties of the on-the-job assignment
4. Notify the professor of any work site problems or change in status of duties
5. Try at all times to represent themselves and the College positively while at the work site
6. If, prior to enrolling in work experience education, the student is already employed full time by the work site where the work experience will take place, the student must write a report concerning a learning objective that extended beyond the duties of the regular job
7. Complete required assignments given by work experience professor

Work Experience Education

Student Qualification

1. Enrolled in a Career and Technical Education (CTE) program related to Work Experience course
2. In good academic standing
3. Have completed 1/3 of major/program required courses or completed SAM code C course or co-currently enrolled in SAM code C course as well as meet all prerequisites required by the program