

Academic Affairs  
Learning Assistance Center  
Keats Campus Building  
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Director, Juan Flores



**T**he Learning Assistance Center (LAC) provides services to all students in the university who would like to become more independent and efficient learners.

The LAC houses the Tutorial Center, the Progress and Advancement through Special Services (PASS), and the CORE Student Affirmative Action-Retention programs.

The center's staff works closely with various schools and departments in the development of course offerings. The following courses are offered by the above departments in coordination with the LAC for credit/no credit (CR/NC). These courses do not count toward the baccalaureate degree.

**Reading Skills:** (TEd AR) Emphasis given to vocabulary development, comprehension, and reading rate (see *School of Education—Interdepartment Courses*)

**Writing Skills:** (Engl 3CR) Sentence Structure and Punctuation (see *English Department Courses*)

**Basic Mathematics Skills:** (Math ILR) Two Semester review of mathematics concepts, elementary algebra and elementary geometry. Instruction is personalized and at a slower pace than Math AR. Prerequisite: ELM score below 25.

**Study Skills:** (Spch AR) Development of communication skills necessary for successful learning in a university. (see *Communications Arts and Sciences Department-Speech Communication Program Courses*)

**College Planning Skills:** (TEd 001R/Soc Work 001R) College Planning Skills: A seminar designed to address the educational needs of those students who may be experiencing difficulty in their academic and personal adjustment to college life.

**Tutoring Skills:** (TEd 101) Practicum in Tutoring: Development of skills in tutoring individuals and small groups.

**Non-Credit Refresher Course:** The LAC offers non-credit workshops to help students prepare for various standardized examinations including the California Basic Educational Skills Test (CBEST), the Graduate Record Examination (GRE), the Entry Level Math Exam (ELM), and the Upper Division Writing Exam (UDWE).

## Tutorial Services

The Tutorial Center provides free tutorial assistance in all courses to any currently enrolled student. Tutees are matched in small groups with other students enrolled in the same course. Student tutors are hired through faculty recommendation to tutor specific courses. Drop-in labs are also available in accounting, computer science, math and physics.

## Intensive Learning Experience

The Intensive Learning Experience (ILE) provides additional assistance to students who scored at or below the lower quartile on the English Placement Test (EPT) and the Entry Level Math Exam (ELM). This program features a teacher-student ratio of one to twelve per class and special counseling and advisement.

**Mathematics Program:** The mathematics program offers a two-semester course (Math ILR) that covers the same material as Math AR, but at a slower pace. The ELM Tutorial Room is dedicated to tutoring students enrolled in Math ILR. For further

information on location and hours of operation, contact the Learning Assistance Center.

**Writing Program:** Students should enroll in English A if they scored below T151 or if they have an essay score of less than E8 on the EPT. In addition, students who scored T141 or below on the EPT should enroll in the English A Writing Lab (Engl ARL) to get individual help with writing assignments. They should also enroll in Reading Improvement (TEd AR).

## Progress and Advancement Through Special Services (P.A.S.S.)

The P.A.S.S. Program is a free student retention service designed to improve reading, writing, and study skills. Students may participate in study groups, receive individualized assistance, or enroll in specific courses taught by P.A.S.S. program specialists. Students must meet eligibility requirements at the time they request services.

## Student Affirmative Action—Retention:

The SAA Retention Program provides a variety of services designed to assist students from non-traditional backgrounds in achieving their educational objectives. Students may come into the Retention office with any question or concern, either academic or personal. Appointments are not necessary, although making one could save time. In addition, study skills workshops are available throughout the semester. The Retention office also provides a single, central location to which a faculty or staff member can direct students having academic difficulties. The staff provides direct services to students, including academic counseling and advising, or refers the student to the unit on campus that can best help them. After the students have been served, the Retention staff will send the faculty member a summary of the services provided.