



FREE Services to Support Student Success

Tutoring Centers—Tutoring services are available free of charge to all registered Clark College students. Faculty and peer tutors provide help in many subject areas. Students may also access online tutoring help at <http://www.etutoring.org/>.

Website: <http://www.clark.edu/campus-life/student-support/tutoring/index.php>

- **Language & Writing Center** —Writing tutors are available to help students with all types of writing—essay assignments, journals, research papers, resumes, scholarship essays, and more. Assistance is available at all stages of the writing process, whether you are just starting to generate ideas for an assignment or have a completed draft. Although tutors do not edit or proofread, they will help you determine what your tendencies are concerning grammar errors, explain general concepts, and offer strategies that can help you be a more effective writer.

Website: <http://www.clark.edu/campus-life/student-support/tutoring/lwc.php>

Locations: Hawkins Hall (HKH) 102

Phone: (HKH) 360-992-2253

- **STEM Help Center**—Tutors provide assistance with all levels of math, chemistry, physics, biology, and other STEM subjects. Women in STEM is a separate space where women faculty and tutors provide assistance and promote the achievements of women in math and science. Help is available on a drop-in or appointment basis.

Website: <http://www.clark.edu/campus-life/student-support/tutoring/stem.php>

Location: Bauer Hall 101/102

Phone: 360-992-2694

- **Accounting & Business Lab**—Assistance is available for most accounting, business, and economics courses. Drop-in only.

Website: <http://www.clark.edu/campus-life/student-support/tutoring/accounting.php>

Location: AA4 106

- **Columbia Tech Center (CTC)**—Limited tutoring in various subjects is available at the Columbia Tech Center campus on a drop-in basis. Quarter schedules are posted on the website.

Website: <http://www.clark.edu/campus-life/student-support/tutoring/ctc.php>

Location: CTC 336

Disability Support Services—The Disability Support Services (DSS) office assists students with disability accommodations. The DSS staff are committed to making Clark College, its services, programs, and activities accessible to individuals. The DSS office complies with all appropriate federal and state laws.

Website: www.clark.edu/DSS

Location: Penguin Union Building 013

Phone: 360-992-2314 or 360-991-0901 (Video Phone)

Health Services—Health Services provides many free or low-cost services to students with an emphasis on prevention, self-care and early intervention. Student resources include a self-care area and a telephone. Other services include: health education, health exams, primary care and counseling/mental health care.

Website:

http://www.clark.edu/campus-life/student-support/counseling/health_services/services.php

Location: Health Sciences Building, Room 124

Phone: 360-992-2614

Counseling—The Counseling Center provides academic and personal counseling at no charge to currently enrolled students. Counselors can help students identify interests and abilities, explore educational options, minimize obstacles to success, handle personal concerns, deal with anxiety and fears, cope with stress, manage test anxiety and increase assertiveness. Counseling is available by appointment.

Website: http://www.clark.edu/campus-life/student-support/counseling/health_services/index.php

Location: Health Sciences Building, Room 124

Phone: 360-992-2614

Advising —The Advising Center specializes in assisting students with educational planning, academic advising for Clark College degrees, transfer information and academic problem-solving. Call the Advising Center to get information about program-specific advising.

Website: www.clark.edu/advising

Location: Gaiser Hall 108

Phone: 360-992-2345

Student Success Workshops —Student Success Workshops are offered quarterly by counselors, Human Development faculty, Career & Employment Services staff and other facilitators. Topics include Test-Taking Tips, Stress Management, Reading for College Success, Test Anxiety, Time Management, Note Taking for College Success, Career Exploration, and more. A schedule is available at

Website: <http://www.clark.edu/enroll/careers/index.php>

Location: Varies, see schedules

Phone: 360-992-2902

LearningExpress Library—LearningExpress Library provides interactive practice tests and tutorials for academic or career licensing tests. Improve math skills, reading comprehension or GED test preparation. Prepare for a career certification test in Civil Service, Nursing & Allied Health or Law Enforcement and more.

Website: <http://library.clark.edu/?q=content/learning-express>

Phone: 360-992-2375

Tips for Communicating with Instructors

Students are often nervous or intimidated to talk with their instructors, especially when they need them the most—for extra help or a second chance. But do you know that many instructors are surprised that students feel uncomfortable approaching them? Instructors are people too, and they teach because they genuinely care about students. So even if you feel shy, uncomfortable or embarrassed, step up to ask for help. Relax, introduce yourself and have a conversation. Below are some strategies for meeting with your instructor.

DON'T WAIT!

Talking with your instructor sooner is better, especially if the subject is difficult for you. Deal with issues as they come up. Most problems are easier to solve early in the term and become much harder to deal with over time.

USE OFFICE HOURS

Your instructors may have office hours specifically to talk to students; they should be listed on your class syllabus. If your instructors don't have office hours, they can likely meet with you after class or by appointment. And don't forget that e-mail works too!

PREPARE FOR YOUR MEETING

If you are anxious about talking with your instructor, write down a list of your questions beforehand. Preparation will help you arrive with confidence and help you remember the questions you want answered. If you are going to discuss grades, take class materials with you—your graded work, lecture notes and even your textbook.

BE SPECIFIC

Tell instructors if you are having difficulty in a class. You may think a poor grade speaks for itself but it doesn't! Be specific so your instructor can recommend strategies to help you. And don't be afraid to ask for clarification about comments your instructor has written on your assignments or tests.

BUT WHAT DO I SAY?

If you aren't sure how to approach your instructor, here are possible conversation starters:

- Would you mind if I came by during your office hours so I can ask some questions?
- If you were a student in your class, what would you do to get an "A"?
- I'm not getting the kind of grades I know I can in your class; how can I improve?
- Do you have suggestions about how to generate ideas for my paper/project?
- May I ask a couple of questions about the homework assignment?
- What resources can you recommend to help me prepare for this class?
- What strategies do you recommend for getting ready for a test?

IT'S OK TO JUST SAY "HI"

Most instructors enjoy talking to students — it's part of the reason they got into teaching— but chances are students infrequently come by their offices. Dropping by, even just to say hello, will make you stand out in class, and that's a good thing!

**Remember, your instructors were college students too!
They are your best resource for becoming a successful student.**