

Guided Studies Center Computer Lab



The GSC Computer Lab is an excellent place for students to type papers, perform online research, and complete homework. Forty-seven computers are available for student use. Students must abide by the Computer Use Policy established by the RCC Board of Trustees while using the computers.

Join us online.

RCC Website:

http://www.richmondcc.edu/_guided-studies/index.html

Facebook: Richmond Community College Guided Studies Center



Richmond COMMUNITY COLLEGE

Guided Studies Center
PO Box 1189
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Hamlet, NC 28345
www.richmondcc.edu

Lead Coordinator: June Wright
Phone: 910-410-1757

Evening Coordinator:
Phone: 910-410-1756

RCC is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS), 1866 Southern Lane, Decatur, Georgia 30033-4097 (Phone: 404-679-4501) to award associate degrees, diplomas, and certificates.

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RCC is an equal opportunity institution.

Richmond COMMUNITY COLLEGE

J. RICHARD CONDER
LEARNING RESOURCES CENTER

Guided Studies Center

*“Get the Help You Need
to Succeed!”*



HOURS

Monday—Thursday
7:30 A.M. until 9:00 P.M.

Proctored Tests: 1:00 ~ 8:00 PM

Friday
7:30 A.M. until 2:30 P.M.

Proctored Tests: 12:00 ~ 2:15 PM

Phone: 910-410-1757

What is RCC's Guided Studies Center?

The Guided Studies Center at RCC provides an "open door" policy to all RCC curriculum students who need assistance in their studies.

One full time coordinator, during the day and night, is on duty to help students in a wide range of subjects.

Over 40 computers equipped with Microsoft's Office Suite offer the following programs:

- ◆ Word
- ◆ Excel
- ◆ Access
- ◆ PowerPoint
- ◆ Publisher



SERVICES OFFERED

RCC's Tutorial Program

Free Tutorial Services are arranged for one-on-one and group sessions to curriculum students who request assistance. Instructors may refer students to the GSC for additional assistance and tutoring in the student's subject. Hours are flexible, and every effort is made to meet the needs of the student. The Tutor Handbook is available online on the GSC webpage.

Resources

- ◆ Course specific software
- ◆ Audio visual aids
- ◆ Printed materials
- ◆ Handouts (some MLA papers developed by instructors)
- ◆ Favorite Internet listings to a wide range of Internet resources



Make-up Tests

RCC instructors use the services of the GSC to provide alternative testing dates for their students.

Proctor Hours

Monday—Thursday

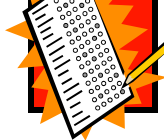
1:00 P.M. until 8:00 P.M.

Friday

Noon until 2:15 P.M.

Proctoring for RCC instructors begins at noon and must be completed by 2:15.

WHO MAY USE THE GUIDED STUDIES CENTER?

- ◆ The GSC is available on a fee-free basis to students enrolled in any riculum course at RCC.
- ◆ The GSC is open to the commu-  ba-
cur-
nity and those individuals who study for RCC's Accuplacer entry assessment test.
- ◆ The GSC is also open to RCC's Distance Learning students and students enrolled at other colleges and universities who need to use the GSC computers.

LOCATION

The GSC is located on the lower level of the J. Richard Conder Learning Resources Center on RCC's main campus.

Every curriculum student logs in to the TutorTrac computer as they enter the Guided Studies Center. TutorTrac houses all curriculum student's current schedule information, and it prompts the student to choose a course and visit reason. Students log out of the TutorTrac program as they exit the Guided Studies Center.

FORMS

Students enrolled in a curriculum at RCC may visit the GSC and fill out an Application for tutorial assistance. The application packet consists of a Tutorial Application Form and an Instructor Referral Form.

With the GSC "Open Door Policy," any curriculum student may utilize the facilities anytime during normal operating hours to receive assistance.

