

# INTDSP 101: COLLEGE SUCCESS SEMINAR (3 CREDIT HOURS) SPRING 2018 Syllabus

SECTION: D    DAYS: MONDAYS AND WEDNESDAYS    TIME: 12:30PM TO 1:50PM    ROOM: 1905

## What is this class and what will I learn about?

**What is this class?  
Who is it for?** The name of this class is 'College Success' (catalog code INTDSP 101). Many colleges and universities offer a course to incoming students similar to this one. They are often referred to as student success courses or orientation courses and the goal is to help students acclimate to the new college, learn about the various resources available to them on campus, strengthen some important academic skills, like note taking for example, and begin the process of academic and career planning. At Truman College, this class is recommended for all new students. It counts as an elective towards your associate's degree.

**What will I learn?** This College Success course will have you thinking and reflecting a lot about yourself as a student and a learner in college; it will focus on having you analyze and respond to the following questions:

- What is success and what does it mean to 'be successful?'
- What habits lead to *success in college* and how can I develop or strengthen these habits?
- How can I be a **success-oriented student**? Where can I find support and help?
- What motivates me and why?

To address these questions, this course will cover a variety of topics including but not limited to:

- Listening Skills
- Note taking Skills
- Reading in college
- Time management and Organization skills
- Prioritizing and procrastination
- Studying and memory skills
- Career exploration
- Setting and reaching goals
- Learning how to use my.ccc.edu, Blackboard, CCC students e-mail and GradesFirst
- Stress management
- Academic planning
- Resumes and interviewing for a job
- Understanding what makes people successful
- Using the library and online library databases
- Using the college's resources (academic and student support centers on campus)

## Who is teaching this class?

**Who teaches this course?** We have several great instructors teaching this course this semester, but you are in my class, lucky you!

Let me take a moment to introduce myself. My name is Maggie Ayala. I have worked at Truman College since 2008. I started here by teaching ESL and English courses and later College Success. Then, I was an Associate Dean for a few years before coming back to teach College Success full-time in 2016! I love teaching and working with my students to help them keep moving towards their goals. There are lot of expectations on us and we have very busy lives with much stress. I hope I can help my students navigate and alleviate some of these pressures and stresses by becoming aware of what they are and ways to approach them.

I moved to Chicago from the Milwaukee area in 2005 so I could attend the University of Illinois at Chicago for my Master's degree (M.A.) in Linguistics. My Bachelor's degree is from the University of Wisconsin—LaCrosse. I double-majored in Communication Studies and Spanish. I had the chance to live and do research abroad in Spain for a summer after winning a scholarship. I am passionate about education and the idea that we always need to continue learning.

	<p>Outside of work, I keep busy at home with my two young children who are full of energy! I also love cooking new recipes, watching some good TV shows and movies, and reading as much as I can.</p> <p>I look forward to learning more about you all in class!</p>												
How can I contact the teacher?	<p><u>Here is my contact information:</u>  <b>Professor:</b> Maggie Ayala  <b>Office number/location:</b> Office # 3217; 3<sup>rd</sup> floor; NE corner of the main building  <b>Phone:</b> 773-907-4041  <b>E-mail:</b> mayala102@ccc.edu                      <b>When e-mailing me, please be sure to use your CCC student account.</b></p>												
What if I have specific questions I need to ask you outside of class?	<p>Please visit me during <b>my office hours!</b> All teachers here have designated office hours for students to stop by to ask questions or just talk! My office hours for this class are:</p> <ul style="list-style-type: none"> <li>• Mondays and Wednesdays 11:00am-12:30pm</li> <li>• Fridays 11:45am-12:30pm</li> <li>• If these times don't work, let me know and we will find a time to meet that works for both of us.</li> </ul>												
What is your teaching style?	<p>I like to use a variety of methods to teach this course. This course will consist of multi-media and teacher-led presentations, guided group discussions, small group work, pair work and individual in-class work. We will use Poll Everywhere.com on SMART phones or computers when we can and also visits computer labs at times to complete activities online. Let me know if you have questions about this!</p>												
<b>What book and materials do I need for this class?</b>													
What is the textbook and how much does it cost?	<ul style="list-style-type: none"> <li>• <b>NO TEXTBOOK REQUIRED.</b></li> <li>• We will use a variety of readings, articles and other media which takes the place of the traditional textbook. These will be supplied to you in class via hardcopies or online through Blackboard. There is no cost to you.</li> </ul>												
Anything else required?	<p>You will need to make sure you have a way to keep your class papers and notes organized and something to write with every class! Suggestions are below:</p> <ul style="list-style-type: none"> <li>• One (1) pocket folder (for class handouts and returned assignments)</li> <li>• One (1) notebook (to be used exclusively for this class)</li> <li>• Blue or black ink pens</li> </ul> <p>Also, you should have access to our online course site (in Blackboard.com):</p> <ul style="list-style-type: none"> <li>• Be sure to check your Blackboard account regularly, as I will post course documents, assignments and announcements there.</li> <li>• You can access this in a smart phone, any campus computer, personal computer or tablet.</li> </ul>												
<b>How can I get an A in this course?</b>													
How is my grade determined?	<p>Your semester grade will be determined by the following <b>weighted* items:</b></p> <table> <tr> <td>25%</td> <td>Reflection Papers (3)</td> </tr> <tr> <td>20%</td> <td>Attendance and discussion points</td> </tr> <tr> <td>20%</td> <td>Quizzes (4)</td> </tr> <tr> <td>15%</td> <td>Reading assignments and homework</td> </tr> <tr> <td>10%</td> <td>Midterm Exam</td> </tr> <tr> <td>10%</td> <td>Final Reflection Paper</td> </tr> </table> <p><b>*Note on weighted grades:</b> This is a different formula than taking total points received out of total points possible. Don't worry: We will go over how this works together in class!</p>	25%	Reflection Papers (3)	20%	Attendance and discussion points	20%	Quizzes (4)	15%	Reading assignments and homework	10%	Midterm Exam	10%	Final Reflection Paper
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What is the grading scale for this course?	<table> <tr> <td>A</td> <td>100 – 90%</td> </tr> <tr> <td>B</td> <td>89 – 80%</td> </tr> <tr> <td>C</td> <td>79 – 70%</td> </tr> <tr> <td>D</td> <td>69 – 60%</td> </tr> <tr> <td>F</td> <td>59-0%</td> </tr> </table>	A	100 – 90%	B	89 – 80%	C	79 – 70%	D	69 – 60%	F	59-0%		
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Can I have more information about the ATTENDANCE AND DISCUSSION points?	<p>You will receive <b>10 points</b> for each <i>full day</i> of attendance. If you are late, you will only receive 5 points. If you leave early, you will only receive <b>5 points.</b></p> <ul style="list-style-type: none"> <li>• <b>Attending full class=10 points</b></li> <li>• <b>Late to class or leave early from class=5 points</b></li> </ul>												

	<ul style="list-style-type: none"> <li>• <b>Absent =0 points</b></li> </ul> <p>Please be <b>PROACTIVE</b> about your attendance and communicate any questions or concerns you have with me about attending class and being on time. This is an essential expectation to being a college student.</p>
Can I have more information about the QUIZZES and MIDTERM EXAM?	<p><b>We will have four quizzes during the semester which are worth 20% of your total grade. You will also have a midterm exam worth 10% of your total grade. There is no final exam in this course.</b></p> <p><b>MAKE UP QUIZZES:</b> If you are absent the day of a quiz, you will have until <u>the NEXT class period</u> to make it up unless otherwise prearranged with me.</p> <p><b>MAKE UP MIDTERM EXAM:</b> If you are absent the day of the midterm exam, you will have <b>ONE WEEK</b> to make this exam up unless otherwise prearranged with me.</p> <p>Please see me to make arrangements as soon as possible. <b>THIS IS YOUR RESPONSIBILITY.</b></p>
Can I have more information about the REFLECTION PAPERS?	<p>You will complete <b>FOUR</b> reflection papers this semester. They will ask you questions about topics we have covered in class and ask you to write reflective and thoughtful responses to these questions. Below are some general requirements for the papers:</p> <ul style="list-style-type: none"> <li>• Typed</li> <li>• 2-4 pages in length</li> <li>• We will go over the format/instructions in more detail in class!</li> </ul> <p>The first three reflection papers are worth 25% of your total grade. The <b>FINAL REFLECTION PAPER</b> is worth 10% of your grade and will ask to reflect on work that you have done throughout the term. Therefore,</p> <ul style="list-style-type: none"> <li>• <b>KEEP ALL YOUR DOCUMENTS</b> (handouts, notes, assignments, papers, etc.) for this class organized</li> <li>• <b>DO NOT THROW ANYTHING AWAY</b> until after the class is over! You may need certain assignments for your final reflection paper!</li> </ul>
Can I have more information about the READING ASSIGNMENTS & HOMEWORK?	<p>You will also have reading assignments and other homework given for points this semester. <b><u>LATE ASSIGNMENTS and HOMEWORK ARE GENERALLY NOT ACCEPTED.</u></b></p> <p>Once I have graded assignments and posted all students grades in Blackboard (online grade book), <b>NO LATE ASSIGNMENTS or HOMEWORK will be accepted. This also applies to your REFLECTION PAPERS as well.</b> Part of this course is to engage you in habits and skills that will help you be a successful college student. Completing your work on time is one of these habits! Be mindful of this class policy—it is different in each class!</p> <p><b><u>If you are absent and don't know what is due the next class, follow these tips to ensure you complete assignments on time:</u></b></p> <ol style="list-style-type: none"> <li>1. Check Blackboard (BB) online for announcements regarding what is due. I post the assignments on BB so <b>that if you missed class, you are still able to do the reading and homework and turn it in on time!</b></li> <li>2. Print a copy of the assignment (if needed) and <b>DO IT</b> before next class so you can turn it in on time.</li> </ol>
<b>If I need help this semester, where can I go?</b>	
Where can I find help?	This depends on what you need help with! We have many resources available to you. Check out some below. <b>There is also a full list on the last page of this syllabus!</b>
What if I need help with this class?	Let's start by having a conversation before or after class. Or, stop by and visit me! See my office hours above.
I need more academic help—like with math, reading, writing...where can I get this?	Get help, don't wait! Truman offers many services that are available to you for <b>FREE!</b> See the last pages on <b>Campus Resources</b> for all the information on our <b>Academic Support Services!</b>
If I have a disability or think I might have one, where do I go?	For accommodations, go to the Disability Access Center as soon as possible: Room 1435, Main Building

<p><b>What if I am feeling stressed-out, overwhelmed or just need someone to talk to about personal stuff?</b></p>	<p>If you would prefer to talk in a confidential setting with professional counselors, visit our Wellness Center. Services include but are not limited to: crisis intervention, counseling, basic needs referrals, healthcare referrals, support groups and many more. Room 1946, Main Building</p>
<p><b>My friend told me about TRiO. What is the TRiO program?</b></p>	<p>TRiO is a federal program for low-income students, first generation college students, or students with disabilities who need academic support. Registration is required at the start of each semester. Room 1435, Main Building</p>
<p><b>I need help with my academic plan. Who can help me?</b></p>	<p>Your assigned Academic Advisor! Each student has an assigned advisor to help them. They are available to assist you with goal setting, career exploration, choosing a focus area, creating an education plan, selecting classes, reviewing semester maps, and applying for graduation. You can find out who your advisor is by logging on to my.ccc.edu or visiting the Advising Office. Room 118, Larry McKeon Building</p>
<p><b>What other resources should I know about?</b></p>	<ul style="list-style-type: none"> <li>• Truman College has day care services for qualifying students! Visit this website for more information: <a href="http://www.ccc.edu/menu/Pages/Child-Development-Lab-Schools.aspx">http://www.ccc.edu/menu/Pages/Child-Development-Lab-Schools.aspx</a></li> <li>• FERPA (Family Educational Rights and Privacy Act) is a federal law that protects the privacy of student educational records: <a href="http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html">www.ed.gov/policy/gen/guid/fpco/ferpa/index.html</a>. Faculty cannot reveal information about students, or discuss student records over the phone or unsecure e-mail. CCC student e-mail meets FERPA requirements.</li> </ul> <p><b>For a comprehensive list of ALL resources (MANY MORE), please see the last pages of this document!</b></p>
<p><b>What happens if I miss class?</b></p>	
<p><b>What if I miss class?</b></p>	<p>As noted above regarding attendance, if you miss a class, you will receive 0 points that day. You can review the details on this policy above on page 2.</p>
<p><b>What if I stop coming to class?</b></p>	<p>Not attending classes <b>does not constitute withdrawal from the course</b>. If you no longer attend classes and do not plan to attend, please take the necessary steps to make a wise decision to protect your GPA and student status. This means meeting with your advisor or me to talk through this. <b>Before withdrawing from the course, let's first have a conversation.</b></p> <p>If you do decide to withdraw from class and do so before the deadline, this is known as a <i>Student Initiated Withdrawal</i> and will be marked as a WTH on your official student record.</p>
<p><b>I think I missed the first week of my other class. What happens?</b></p>	<p>This is not good. Students who do not attend the first class sessions will be officially withdrawn from the class and issued a <i>No-Show Withdrawal</i> or NSW on their official student record. They are also financially obligated to pay for the course (whether it is paid out-of-pocket or through financial aid or loans).</p>
<p><b>What happens if I miss several classes?</b></p>	<p>First, I have to ask, why are you missing so many classes? Have you talked with me about it? Communication is key here! Missing too many classes can result in an ADW from class (read on below) or a lower grade in class since 20% of your grade is attendance.</p> <p>If you have missed classes and have not completed assignments (including reflection papers) and quizzes/exam, you need to be aware of the <i>Active Pursuit of the Course</i> policy.</p> <p>If you are not <i>actively pursuing the course</i> according to the policy outlined in the syllabus for each of your classes, you could be given an <i>Administrative Withdrawal</i> or ADW in that class. Students who wish to be reinstated into a class which they were ADWed from must see the instructor, who will decide on an individual basis whether to reinstate. A reinstated student may not later withdraw from the class.</p>
<p><b>So, what is the specific Administrative Withdrawal (ADW) policy for this class?</b></p>	<p>Students will be administratively withdrawn at midterm if at least two of the following criteria apply:</p> <ol style="list-style-type: none"> <li>1. 70% or fewer of homework assignments (inc. Reflection papers) up to the midterm have been completed.</li> <li>2. 70% or fewer of quizzes up to the midterm have been attempted.</li> <li>3. 50% or fewer of class sessions up to the midterm have been attended.</li> </ol>

Other Important Class Policies and Course Information	
<b>Discussion Etiquette</b>	Your opinions and input to discussion in class are a key part of class. However, please do so in a <b>respectful manner</b> ; disrespect toward others is not permissible. Be courteous towards your peers and instructor. If you do not think you can do this, I ask that you see me during office hours. Disrespectfulness will <b>NOT BE TOLERATED</b> .
<b>Cell Phone Use</b>	Please keep them away in class unless the instructor allows you to use them for an assignment or to look something up. They are NEVER allowed for use during any quizzes or the midterm exam.
<b>CCC Student Policy Manual</b>	Please go to <a href="http://www.ccc.edu/menu/Pages/Policies.aspx">http://www.ccc.edu/menu/Pages/Policies.aspx</a> for a complete version of Truman's Student Policies. Need help finding something specific? Let me know!
<b>Academic integrity: Cheating and Plagiarism</b>	Plagiarism is the intentional or unintentional presentation of someone else's ideas or words as your own. Work that is plagiarized could result in a 0 grade from that assignment. Multiple acts of plagiarism could result in failing the class. Likewise, cheating is not tolerated. Please see your Student Policy Manual.
<b>Student Learning Outcomes</b>	<p><b>By completing this class, students should be able to:</b></p> <p><b>Area One: Career Exploration</b> Upon completion of the course, students will be able to:</p> <ul style="list-style-type: none"> <li>• Provide detailed reflection on their career/major decision(s) (possibly enhanced through self-assessment results).</li> <li>• Explain the steps necessary to meet their career goals.</li> <li>• Demonstrate how to effectively use career and degree search tools.</li> <li>• Explain the importance of meeting with an academic advisor for academic and career planning.</li> <li>• Prepare appropriate professional (and/or academic) communications.</li> </ul> <p><b>Area Two: Soft-Skills and Campus Support</b> Upon completion of the course, students will be able to:</p> <ul style="list-style-type: none"> <li>• Demonstrate time management and organizational skills.</li> <li>• Explain what procrastination is, reasons for procrastination and ways to address it.</li> <li>• Explain various stress management strategies.</li> <li>• Set clear and realistic academic goals...</li> <li>• and how these connect to self-defined concepts of success</li> <li>• Evaluate and prioritize areas for improvement and support through knowledge of the location, contact information, and function for each of the campus support services (support services may vary at each college).</li> </ul> <p><b>Area Three: Academic Skills</b> Upon completion of the course, students will be able to:</p> <ul style="list-style-type: none"> <li>• Listen and take notes in an accurate and organized way.</li> <li>• Analyze and evaluate texts to identify main ideas and supporting elements.</li> <li>• Apply basic logic/reasoning skills in solving problems and/or posing arguments.</li> <li>• Apply various study, memorization, and test-taking strategies.</li> <li>• Communicate orally and in written format in an effective and professional manner.</li> <li>• Use library and technology resources to gather information.</li> </ul>
<b>Official Catalog Course Description</b>	This course is an introduction to academic skills that foster success in college and after college, critical thinking, reading, and writing as well as study skills, time management and stress management, use of technology for communication and research. These skills will be learned through the topic of the course which will be based in the idea of "Self and Community," but will vary depending on the instructor and department teaching the course. Topics will be approached from a variety of perspectives that represent interdisciplinary academic inquiry, and students will consider how to take personal responsibility for academic and career choices through exploration of relationship between self and community. Students will be required to do either twelve hours of service learning related to the content of the course, or to meet other criteria for an equivalent number of hours spent in outside activities as determined by the instructor. Writing assignments, as appropriate to the discipline, are part of the course.

## College Success Schedule SPRING 2018 (subject to change)

Week	Topics and presentations	Quiz dates and Reflection Papers
1	Syllabus, contract, College expectations and CCC technology; <b>Trio presentation</b>	
2	Listening skills; Note taking skills; Success and Grit; <b>Library tour</b>	Reflection Paper #1 assigned: Getting Involved paper (due week 8)
3	Note taking from readings; Organization and time management; <b>Advising presentation</b>	Quiz #1
4	Time management, prioritizing and goal setting; <b>Student Activities</b>	Reflection Paper #2 assigned: Goals paper (due week 7)
5	Goal setting; Procrastination	
6	Procrastination; <b>FOCUS 2</b>	Quiz #2
7	Preparing for tests; Stress Management; Emotional Intelligence	Paper #2 DUE
8	Stress Management; Emotional Intelligence; <b>Wellness Center Workshop</b>	Paper #1 DUE
9	Your health and success in college; Calculating your grades	Midterm Exam
10	Memory and study skills; <b>Library Research Workshop</b>	Reflection Paper #3 assigned (due week 13)
NO CLASSES THIS WEEK	SPRING BREAK!	
11	Emotional Intelligence, delayed gratification and success;	
12	Information literacy and critically thinking; <b>Career Planning and Placement Center</b>	Quiz #3; Reflection Paper #4 (final reflection paper) assigned; due week 15 with Final Portfolio)
13	Putting it all together: practicing and applying you skills for success; Portfolio preparation and organization	Paper #3 DUE
14	Putting it all together: practicing and applying your skills for success; <b>Transfer Center</b>	
15	Prep for final quiz; <b>Advising visit; Financial Aid</b>	Final reflection Paper #4 DUE
16		Quiz #4 (final quiz)

# Harry S Truman College

## Campus Resources

Spring 2018

For more information about any of these services, please visit their office or website.

Resource	Location & Hours	Extension (773) 907-....
<b>Adult Education</b> <i>Provides education programs to help adults become literate, learn English as a second language, obtain a GED®, and gain knowledge, skills, and guidance necessary for transitioning into college and careers.</i>	Room 2300, Main Building Mon.–Thurs.: 8:30 am-7:15 pm Fri.: 8:30 am -4:00 pm Sat.: 9:00 am to 12:30 pm	x4350
<b>Advancement Center</b> <i>Assists students in achieving their academic and personal goals through 1-on-1 and group tutoring for Adult Education classes.</i>	Room 1440, Main Building Mon.–Thurs.: 9am-7pm Fri.: 9am-4pm Sat.: 9am-2pm	x4785
<b>Advising Center</b> <i>Academic Advisors are available to assist students at every stage of their education at Truman College.</i>	Room 118, McKeon Building Mon.-Wed.: 9am-5pm Thurs.: 9am-6pm Fri.: 9am-1pm	x4000
<b>Athletics</b> <i>Guides student athletes on a path that combines their educational pursuits with athletic participation to foster their success in college.</i>	Room 1436, Main Building Mon.-Fri.: 9am-5pm	X4445
<b>Career Planning &amp; Placement Center</b> <i>Helps students make informed decisions about a career and a major, helps with resumes, and assists students with a successful transition into the workforce.</i>	Room 1220, Main Building Mon.-Thurs.: 8am-5pm Fri: 9am – 1pm	x2477
<b>Computer &amp; CIS Tutoring Lab</b> <i>A computer lab staffed with tutors that assist students on all computer topics, such as computer literacy, email and Blackboard, MS Office, and assignments for Computer Information Systems (CIS) classes.</i>	Room L567, Main Building Mon.-Thurs.: 9am-7pm Fri. & Sat.: 9am-4pm	x3950
<b>Disability Access Center</b> <i>Provides coordination and supportive services for students with documented disabilities.</i>	Room 1435, Main Building Mon.-Wed.: 9am-5pm Thurs.: 9am-6pm Fri.: 9am-1pm	x4737
<b>Diversity &amp; Inclusion Center</b> <i>Works to create a campus that is welcoming and respectful of human uniqueness by creating a diverse and inclusive environment for our students, faculty, and staff to learn and work in.</i>	Room 2624, Main Building <i>Hours TBD. Please see 2624 for more information.</i>	x4716
<b>Financial Aid Office</b> <i>Provides support in securing financial assistance to attend college.</i>	Room 105, McKeon Building Mon.-Wed.: 9am-5pm Thurs.: 9am-6pm Fri.: 9am-1pm	x4810
<b>Library</b> <i>A full-service library with reference materials, periodicals, new releases, quiet study areas, rooms to practice speeches, and more. Librarians are always on hand to assist students with research or other academic needs.</i>	Room L625, Main Building Mon.-Fri.: 7:30am-9pm Sat.: 8:30am-3:30pm	x4865
<b>Math Center</b> <i>A free service where math students can work on homework, study for tests, and work with tutors in an active learning environment.</i>	Room 1176, Main Building Mon.-Thurs.: 9am-9pm Fri. & Sat.: 11am-4pm	x6832
<b>Mother's Room</b> <i>A private room for nursing mothers with privacy shades, chairs, and electrical outlets.</i>	Room 1737, Main Building Mon.-Thurs.: 8am-8pm Fri.: 8am-4pm	----
<b>Office of Instruction</b> <i>Cultivates a culture of learning by ensuring a curriculum of academic integrity, empowering faculty in their instruction and scholarship, and encouraging student growth, independence, and success.</i>	Room 162, McKeon Building Mon.-Thurs.: 8am-5pm Fri: 9am – 1pm	X4446

# Harry S Truman College

## Campus Resources

Spring 2018

For more information about any of these services, please visit their office or website.

Resource	Location & Hours	Extension (773) 907-....
<b>Reading Center</b> <i>Offers 1-on-1 reading tutoring for all subjects, as well as workshops and a drop-in space for students to study and do homework with tutors on hand.</i>	Room 1220B, Main Building Mon. - Thurs.: 9am-8pm Fri. & Sat.: 10am-3pm	x6827
<b>Reflection Room</b> <i>A quiet room that students and staff can use for prayer, meditation, or reflection. Please be respectful of others.</i>	Room 1739, Main Building Mon.-Thurs.: 8am-8pm Fri.: 8am-4pm	----
<b>Registrars Office</b> <i>Administers the enrollment of students, maintains student records, and works with faculty, administration and staff on academic matters.</i>	Room 135, McKeon Building Mon.-Wed.: 9am-5pm Thurs.: 9am-6pm Fri.: 9am-1pm	x4757
<b>Science Center</b> <i>Provides an open study space for students to receive group tutoring or 1-on-1 tutoring for science classes.</i>	Room 177, McKeon Building Mon.-Thurs.: 9am-7pm Fri. & Sat.: 10am-4pm	x4355
<b>Security</b> <i>Available 24 hours a day to ensure a safe and secure environment for all City College students, staff members, and visitors.</i>	Room 1112, Main Building Mon.-Fri.: 7:30am-10pm Sat.-Sun.: 7:30am-5pm	x4800
<b>Student Activities</b> <i>A pleasant space for students to gather and socialize as well as join or start a club. Many events happen here every week, as well as the administration of Student Government Association.</i>	Room 1623, Main Building Mon.-Thurs.: 9am-6pm Fri.: 9am-4pm	x4792
<b>Student Policy Manual</b> <i>The purpose of the Student Policy Manual is to outline policies and procedures to provide an explanation of students' rights and responsibilities.</i>	found online at <a href="http://www.ccc.edu">ccc.edu</a> → student tools → student policies → academic & student policy <a href="http://www.ccc.edu/colleges/truman/departments/documents/student%20activities/2010%20student%20policy%20manual.pdf">http://www.ccc.edu/colleges/truman/departments/documents/student%20activities/2010%20student%20policy%20manual.pdf</a>	
<b>Testing Center</b> <i>Provides a variety of testing services to assist students as they pursue their academic goals. *Last test starts 2 hours prior to closing*</i>	Room 136, McKeon Building Mon.-Wed.: 9am-5pm Thurs.: 9am-6pm Fri.: 9am-1pm	x4889
<b>Transfer Center</b> <i>Gives students information and assistance regarding further educational opportunities after Truman College.</i>	Room 1220A, Main Building Mon.-Wed.: 9am-5pm Thurs.: 9am-6pm Fri.: 9am-1pm	x4724
<b>TRiO</b> <i>TRiO provides support services to its participants to ensure they graduate from Truman and successfully transfer to four-year institutions.</i>	Room 1435, Main Building Mon.-Thurs.: 9am-5pm Fri.: 9am-1pm	x4797
<b>Veterans Services</b> <i>The Veterans Services Center is a centralized, on-site source of support and access to veterans-specific information and resources.</i>	Room 108, McKeon Building Mon.-Fri.: 9am-5pm	x4833
<b>Wellness Center</b> <i>Provides mental health and other social services to support your personal well-being and academic success.</i>	Room 1946, Main Building Mon.-Wed.: 9am-5pm Thurs.: 9am-6pm Fri.: 9am-1pm	x4786
<b>World Languages Lab</b> <i>An open space with tutors and computers for students to use in improving their Spanish and French.</i>	Room 2100, Main Building Mon.-Thurs.: 8:30am-3:30pm	x4423
<b>Writing Center</b> <i>Offers writing assistance to Truman students enrolled in any credit course through 1-on-1 sessions and workshops.</i>	Room 1435, Main Building Mon. - Thurs.: 9am-8pm Fri. & Sat.: 10am-3pm	x4387