

SERVICES FOR STUDENTS

Bookstore

The Bookstore makes available on campus and online the textbooks, lab materials, access codes and other items directly related to their courses. Along with a selection of new textbooks, the Bookstore also has eBooks, used books and rental books available in some of the titles. A broad selection of supplies, snacks and novelty items are also available.

A “Book Buy Back” period will be held the last week of classes for the fall and spring semesters and the last three days of the summer semester. During the remainder of the year, textbooks will be purchased daily for wholesale or as needed for the Bookstore. Typically, limited quantities of current edition textbooks to be used in the next major semesters will be bought, provided they are in clean condition and the Bookstore is not overstocked. The Bookstore does not buy old editions, books not selected for the next semester, books in poor condition, overstocked titles, and books with software licenses or online pass codes.

The Bookstore reserves the right to determine (1) the titles to be purchased, (2) the quantities to be purchased, and (3) the price to be offered.

Checks may be cashed in the Bookstore for \$20 with a current student I.D. card. Also, there is an ATM located outside the Bookstore.

Career Transitions

Career Transitions (CT), in cooperation with the Oklahoma State Regents for Higher Education (OSRHE), the Oklahoma Department of Human Services (OKDHS), Oklahoma City Community College and local businesses and industries, assist OKDHS referred participants in obtaining training toward college certificates, degrees and/or other certifications or credentials that lead to self-sustaining employment.

CT participants follow an Individualized Education and Employment Plan (IEEP) and attend 35 hours of skills development activity, educational training and/or work-related activities each week. All educational activities are related to participants career and employment goal. Core instruction areas include job readiness skills, computer literacy, personal management, personal finance and vocational training. The CT Multimedia Classroom, OCCC Learning Labs and CT Computer Lab provide individualized tutoring and assistance in exploring each student’s career pathway, personal interests and training needs. Students can participate in short-term training programs such as Pharmacy Technician Certification or longer term certificates or degrees that lead to self-sustaining employment. Student training programs are developed to address the special needs of individual employers in the greater Oklahoma City area. Assistance is provided by Career Transitions staff and OCCC Career and Employment Services staff in identifying employment opportunities. After employment, participants are supported through follow-up support activities by CT staff and/or other community partners.

The Career Transitions office is located on the second floor of the Main Building in area 2P8 and 2R8 and can be contacted by telephone at (405) 682-7844, fax (405) 682-7824, or on the web at www.occc.edu/career

Child Development Center and Lab School

Student Scheduled Child Care for Students

As a part of the Oklahoma City Community College family, the Child Development Center and Lab School assists students in reaching their highest academic potential. The Student Scheduled Child Care Program was offered by the Child Development Center and Lab School to meet the needs of students requiring child care while attending classes at Oklahoma City Community College. Students make a semester-long reservation for each of their children. The reservation guarantees enrollment for the child while the student is attending class.

Student Scheduled Child Care Cost Information

We accept children from one year old to five years old. Student Scheduled Child Care on Friday for sessions 3 and 4.

Enrollment Fee:
\$25.00

Cost Per Session:
\$15.00

Student Scheduled Child Care Schedule

Session One:
7:30 am – 10:45 am

Session Two:
11:00 am – 2:15 pm

Session Three:
2:30 pm – 5:30 pm

Session Four:
5:30 pm – 9:00 pm

For more information about the Student Scheduled Child Care Program, please contact the Child Development Center and Lab School at (405) 682-7561 or visit our website at www.occc.edu/childcare

Civic Honors and Campus Impact

The Office of Student Life also provides two service learning programs. The Civic Honors and Campus Impact programs are designed to be a co-curricular option for students who wish to participate in service-learning. The objectives for these programs are to gain insight and experience about societal needs through civic involvement, to develop leadership skills and an understanding of leadership theory that can be used as a future leader in our community, an opportunity to gain an understanding of the complex issues facing our society and the world, as well as gaining an expanded awareness of self and others. OCCC recognizes students who demonstrate an outstanding commitment to both civic involvement and personal life skill development. For more information about these service learning programs, please contact the Office of Student Life at (405) 682-7523.

College Union

Students, community organizations, and business groups make use of the facilities and services available in the College Union. Meeting areas and conference rooms are available for large and small groups. The food service operation provides grill service and catering, as well as cafeteria dining. Students are encouraged to use College Union Rooms 4 and 6 for small study groups or informal gatherings.

Community Outreach and Education

Community Outreach and Education provides short-term, non-credit courses designed to improve basic skills for adults, senior citizens and children. COE is located at the Family and Community Education Center, 6500 S. Land Avenue Oklahoma City, OK 73159. To enroll, call 686-6222 or visit www.occc.edu/coe

Adult Basic Education/GED Prep/English as a Second Language

The Adult Learning Center provides free General Educational Development (GED) and English as a Second Language (ESL) classes to community members throughout the Oklahoma City Metro Area. Classes meet twice a week for six hours. Morning, afternoon and evening classes are available. Students must be at least 16 years old and attend a new student orientation prior to enrollment.

Adult Personal Enrichment

Some of our classes are designed to improve basic skills, while others are just for fun. No pressure and no exams. Our adult and senior citizen personal enrichment classes allow students to learn with other interested adults about dance, language, computers and music. These non-credit classes are offered free or at a low cost in various locations throughout the year. All adults are welcome ages 18 and up.

College for Kids/ACT® Prep

College for Kids is a summer early college awareness program for children in grades first through eighth. Subject groups include music, drama, science, math, language, arts and crafts, reading, and writing.

ACT® test preparation workshops review terminology, concepts and test-taking tips.

Oklahoma City Community College Capitol Hill Center

Oklahoma City Community College Capitol Hill Center is the one of the few bilingual community technology centers in the state of Oklahoma. It opened in the fall of 2000 with a mission to provide access to education through computers and technology for all individuals living within the Capitol Hill area. The Center provides internet access and computer training for community members of all ages. Classes are offered in basic and intermediate computer applications, English as a second language, Internet, PowerPoint, Office Skills, GED and job readiness. Instruction is offered in Spanish and English with some classes in Korean. The Center is located at 123 S.W. 25th, Ste. 100, Oklahoma City, Oklahoma 73109. Please call (405) 272-5140 for more information.

Community Services

Oklahoma City Community College Capitol Hill Center

Oklahoma City Community College Capitol Hill Center is the one of the few bilingual community technology centers in the state of Oklahoma. It opened in the fall of 2000 with a mission to provide access to education through computers and technology for all individuals living within the Capitol Hill area. The Center provides

internet access and computer training for community members of all ages. Classes are offered in basic and intermediate computer applications, English as a second language, Internet, PowerPoint, Office Skills, GED and job readiness. Instruction is offered in Spanish and English with some classes in Korean. The Center is located at 123 S.W. 25th, Ste. 100, Oklahoma City, Oklahoma 73109. Please call (405) 272-5140 for more information.

Cultural Programs

www.occc.edu/cp/
• (405) 682-7576

Cultural Programs is a Division within the OCCC Office of Community Development which aims to enrich the lives of students, staff, and the south Oklahoma City community by fostering a thriving arts environment through events and arts education activities. Engagement in the performing and visual arts, community development, and arts education are key elements found at the core of its current programs. Cultural Programs' primary functions include booking and promotion of touring attractions (i.e., OCCC Performing Arts Series); the administration and rentals of OCCC's theaters and Inasmuch Foundation Gallery spaces; and booking, mounting and promotion of touring gallery exhibits.

Touring Attractions (Performing Arts Series)

- OCCC offers educational and entertaining concerts by professional touring performing artists each academic year (September – April). Performances are ticketed events, open to the public. A limited number of complimentary student tickets to all attractions booked and promoted by Cultural Programs are available upon request, through the OCCC Box Office located inside the Visual and Performing Arts Center. Most events allow two complimentary tickets per student I.D. Visit

www.occc.edu/pas

for a schedule of upcoming eligible events, or to purchase tickets.

Follow us on Twitter @occcultural or Facebook

www.facebook.com/OCCCculturalprograms

Inasmuch Foundation Gallery

- The Inasmuch Foundation Gallery features temporary exhibitions that change approximately five times each year. Two of the seven exhibitions feature the work of OCCC students. The remaining exhibits are presented by the Office of Cultural Programs, and include exhibitions produced by community arts organizations, shows featuring the work of local artists, and touring exhibits. Admission is free. The Inasmuch Foundation Gallery is located inside the Visual and Performing Arts Center. Visit

www.occc.edu/cp/currentgallery.html

Theater Rentals

- OCCC Cultural Programs administers and operates two theatrical venues. The Bruce Owen Theater, housed inside the College's main building, is a small, intimate proscenium theater that seats 285. The Visual and Performing Arts Center Theater is a large state-of-the-art proscenium theater that seats 1,049, split between an orchestra and balcony level. Both venues are available for rent when not in use by the College. For theater rental inquiries, please contact Richard Charnay, Assistant Director of Cultural Programs, at (405) 682-1611 ext. 7396, or at

richard.j.charnay@occc.edu

The Professional Development Institute at OCCC

The Professional Development Institute at Oklahoma City Community College recognizes the need for ongoing workforce development to

help the business community contend with intense global competition, increasing job complexity and a changing world economy. We partner with employers to offer cost-effective, innovative learning options designed to strengthen organizational effectiveness, promote professional development, enhance technical competencies, improve individual performance, and increase productivity to maximize profitability.

Customized learning programs enable employees to earn college credits and complete associate degrees or certificate of mastery requirements while on the job.

Non-credit certifications include:

- AutoCAD
- Lean Six Sigma
- OSHA
- Paralegal
- Payroll Professional
- Pharmacy Technician
- SafeLand USA

Customized staff development programs are available as open enrollment or contract. All classes are delivered in an accelerated and flexible format on campus, on site or online. Visit www.okcc.edu/pdi/index.html for more information or call The Professional Development Institute at 405-682-7562.

Online Career Training Courses (Non-credit)

The Professional Development Institute offers online career training courses in partnership with Gatlin Education Services. Career-focused online courses are designed to give you the latest in learning, and to provide the skills necessary to acquire professional caliber positions in many in-demand occupations.

Choose from courses in Healthcare, Business/Legal, Internet/Computers/IT Certification (Microsoft Official Curriculum), Professional/Technical/Design, Construction and Video Gaming Design and Development.

For a complete listing of all titles, please visit our website at www.gatlineducation.com/okcc. To register, please call 405-682-7562.

Online Courses (Non-credit)

Update your skills or discover a new talent at your own pace with our non-credit online courses offered in partnership with Ed2Go. Our catalog features classes in Information Technology, Business and Personal Enrichment and much more.

For a complete list of courses, please visit www.ed2go.com/okcc.

Getting started is as simple as having internet access, an email address and a web browser. Don't have a computer? No problem. Come to the OCCC Keith Leftwich Memorial Library and use one of the many computers available, free of charge.

Counseling

Student Support Services houses licensed professional counselors to provide a confidential process to assist students in gaining a greater understanding of self and relationships in order to benefit from educational opportunities. Counselors will also provide referrals to appropriate community services as needed and provide individual and

group opportunities to address a variety of issues that can interfere with student success.

For more information contact Student Support Services at (405) 682-7520 by visiting www.okcc.edu/support.

Retention Alert

Students in need of support to improve academic success strategies may be contacted by Student Support Services for an intervention. An intervention may include connecting the student with tutoring services, academic success workshops, counseling services, addressing learning strategies, or other appropriate resources. Students are encouraged to participate in these special programs designed to promote academic success. For more information, contact Student Support Services at (405) 682-7520 or visiting www.okcc.edu/support.

Degree Check/Audit

Program evaluations (degree checks), ability to review progress if a major change is made, course selection and registration are available to students through the student portal.

Drug Education

Drug information and referral services are provided through Student Support Services. New and returning students may pick up a pamphlet containing the information below in Recruitment and Admissions or in Student Support Services. The information is also available online at www.okcc.edu/support/drugtreatment.html.

- Standards of conduct that prohibit the unlawful possession, use, or distribution of drugs and alcohol on campus or at campus activities (provided in detail in the Student Handbook).
- Description of the applicable legal sanctions under local, state, and federal law for unlawful possession, use or distribution of illicit drugs and alcohol.
- Description of health risks associated with the use of illicit drugs and the abuse of alcohol.
- Description of drug and alcohol counseling, treatment, and rehabilitation programs available to students in the area.

Information, counseling and referrals to community programs and services are also available. For further information, contact Student Support Services at (405) 682-7520.

Early College Awareness

Concurrent Enrollment

High school students who wish to concurrently enroll can receive assistance with the paperwork and process through the Office of Recruitment and Admissions. On-site concurrent enrollment at the high schools is coordinated from the Office of Early College Awareness as well. For more information call (405) 682-7513 or email admissions@okcc.edu.

Pathways Middle College

Santa Fe South Pathways Middle College on the Oklahoma City Community College campus is an innovative alternative to traditional public schools and the result of a partnership between Oklahoma

City Community College and Santa Fe South Charter Schools. This program, the only one of its kind in Oklahoma, is designed to provide students the opportunity to receive a high school diploma and an Associate degree or up to two years of college credit, by taking a mixture of high school and college classes. Opportunities are provided for students to participate in many College activities and programs. For more information, contact (405) 682-1611, extension 7840.

Educational and Career Planning

Individuals who need assistance selecting a college program/major or setting a career goal, can get help in Office of Academic Advising. Career assistance is available for students who are just beginning the college experience, as well as those who are experiencing uncertainty after selecting a program/major. For more information, contact the Office of Academic Advising at www.occc.edu/acs or call (405) 682-7535.

Career Development and Planning consists of guided use of a career interest inventory and follow-up individualized meetings with an Academic Advisor, reviewing and discussing interest results. Discussion may include related majors to careers, steps to continue exploration, and/or referral to other OCCC departments for additional information and services.

Graduation, Employment, and Transfer Services

The Graduation, Employment, and Transfer Office (the GET Office) provides assistance to students in degree completion and future planning. Students can find more information at www.occc.edu/get/, or calling the GET office at (405) 682-7519.

Graduation Services

Students may visit the GET office to apply for graduation, request a degree check, and receive information about graduation events such as commencement or Graduation Fairs.

Employment Services

The GET office offers students and alumni resume/cover letter assistance, provides opportunities for professional skill development, and connects students with job opportunities. The GET office maintains the college job board available at www.collegecentral.com/occc. Students register their Access ID as their 7-digit student ID number; alumni register with the letters AL, then the last 5-digits of their social security number.

Transfer Services

Students planning to transfer to a four-year institution may visit GET to receive information about the transfer process and requirements. GET also offers transfer-related events such as Transfer Fairs, tours to local universities, educational transfer sessions, and university recruiter visits.

Health Services

The college provides health information about health issues and access to health providers in the Student Support Services office. Resources include information about specific student health insurance

companies. For more information, contact (405) 682-7520 or visit the website at www.occc.edu/support/health.html.

Keith Leftwich Memorial Library

Located on the first two floors within the clock tower building, the Library is accessible to Oklahoma City Community College students, staff, faculty and members of the community. The Library provides 80+ computers to access the online catalog and tens of thousands of online magazine and newspaper full text articles and citations through the Library website:

www.occc.edu/library

. Also available are books, eBooks, DVDs, CDs, maps, streaming videos and many more electronic resources. Online instructional tutorials are also available in the help section of the website. Login is required for computer use. Students, faculty and staff must use their Moodle login.

The Library has small-group study rooms for groups of two or more. To check out materials faculty, staff and students use their OCCC ID cards. A Collaboration Room is available for groups to work on projects utilizing technology with their mobile devices. Professional librarians are available to instruct students on research skills and information literacy. For more information stop by the Library Assistance Desk on the first floor of the Library or call (405) 682-1611 x7251.

Learning Labs

Several learning labs are available for your use. You must present your current student I.D. card to use the labs. The following are a list of labs:

Biological Science Center - (405) 682-1611, ext. 7269

The Biological Science Center is an interdisciplinary area designed to accommodate the independent study needs of students in the biological sciences. Free tutoring is available and appointments are required for lab exercises.

Business/Accounting Lab-(405) 682-1611, ext. 7286

The Business/Accounting Lab, located in area 2N2 of the Main Building, helps students enrolled in accounting/business courses develop and improve subject knowledge and skills. Tutors, computer-aided instruction, study guides, and practice sheets are available for many of the business/accounting subjects studied. Students also have access to limited check figures for accounting homework. Hours of operation and tutorial hours are posted at the entrance to the Business/Accounting Lab and online at <http://www.occc.edu/Business/AccountingLab.html>.

Center for Engineering and Advanced Technology Education (CEATE) - (405) 682-2305

Chemistry/Physics Science Center - (405) 682-1611, ext. 7771

The Physical Sciences Center is an interdisciplinary area designed to accommodate the independent study needs of students in the physical sciences including chemistry and physics.

Communications Lab - (405) 682-1611, ext. 7379

Available for students needing help with basic reading and writing skills and essay construction.

Math Lab - (405) 682-1611, ext. 7291

Available for students who need help with any math course or solving mathematical problems. Computerized tutorials are also available for your use.

Student Computer Center - (405) 682-1611, ext. 7397

Available for currently enrolled students who need help with any computer course or to receive computer support for other courses.

World Languages and Cultures Center - (405) 682-1611, ext. 7362

Available for students who need help with foreign languages, English as a Second Language, or other cultures.

OCCC Students Connecting with Mentors for Success (SCMS)

OCCC Students Connecting with Mentors for Success (SCMS) is a program designed to provide African-American male students with mentors and intra-campus resources to facilitate successful academic achievement, higher retention rates, and graduation completion. The SCMS program focuses on connecting students with professionals in their area of interest who offer support, guidance, and engagement according to each student's need.

The SCMS program is for any interested African-American male student who is in an academic program that results in an associate degree or certificate of mastery. Students can be full-time or part-time, and must be able to invest the time required. Additionally, students must be willing to adhere to SCMS guidelines and be held accountable by mentors and program staff.

Students who participate in the program are expected to improve their academic performance, persist through college, complete their academic program, and graduate. Students' interaction with mentors will provide insight into their areas of professional interest and strengthen the launch of their post-graduation plans. Lastly, we expect students to transfer to a four-year university or enter the workforce fully aware of their abilities and capabilities, able to chart their own path to productivity and prosperity.

Program/Major Selection and Academic Advisement

Regardless of choice of major, all students are encouraged to make use of the combined resources in the Office of Academic Advising and with their assigned Faculty Advisor.

Academic Advisors assist all students in the process of deciding on a major, career exploration and guidance, General Education and Transfer process advisement, academic planning, enrollment in appropriate course work, preparing for application-based programs, and assists those who would benefit from individualized assistance in creating an academic plan.

Faculty Advisors provide Major-specific information, field-related contacts, and coordination of major course sequencing. Faculty Advisors direct students who are prepared for college-level coursework, have decided on a major, and are pursuing a degree or certificate from Oklahoma City Community College, and/or are considering transferring to a four-year institution.

Students select a program or major when they are first admitted to the college. After an initial meeting with an Academic Advisor to clarify their degree selection, the student can request to be assigned a

faculty advisor. The Faculty Advisor will work in conjunction with the Office of Academic Advising to guide the student through program curriculum and toward degree completion. Students wishing to change their program/major should contact an Academic Advisor in Office of Academic Advising.

Certain programs have limited enrollment and a selective admissions process (e.g. Nursing.) Student must be admitted to such a program before being assigned a faculty advisor.

Recreation and Fitness

The goal of Recreation and Fitness is to provide access to recreation and fitness programs that will aid in the development of healthy lifestyles.

www.occc.edu/af
• (405) 682-7860

OCCC encourages healthy living through the college's Recreation and Fitness department. Recreation and Fitness provides non-credit wellness and fitness programs to students, staff, faculty and the community. Enjoy variety, flexibility, and fun in the Group Exercise classes with over 15 classes to choose from including piyo, zumba, yoga, TRX and cardio kick boxing classes, to name a few! The classes are designed to provide a balanced workout regime by providing a mixture of cardio, strength and flex workouts. The cardio and weight rooms are currently equipped with treadmills, ellipticals, stepper and stationary bikes. The fitness center also includes a Smith Machine and Power-Lift free weight stations, strength-circuit machines and a full set of dumbbells and a functional training unit that is handicap accessible which includes ten attachments with 18 different exercise options. An air-conditioned two-court gymnasium is available for OCCC students, faculty, staff and the community to use during designed times.

Open recreational times are available for students with current I.D. at no additional charge including use of the gymnasium and weight room. Community members including families of students may access facilities with the purchase of a day pass or membership. Contact the Recreation office at (405) 682-7860.

Services for Students with Disabilities

The College does not discriminate on the basis of disability.

Students who have disabilities, including those with mobility limitations, speech, hearing or sight impairment, learning, or other disabilities covered by Section 504 of the Rehabilitation Act or the Americans with Disabilities Act, may receive reasonable educational accommodations.

To request accommodations, students with disabilities must go directly to the Office of Student Support Services where all disabilities must be verified with supporting documentation.

Student responsibilities may include:

- obtaining psychological/educational testing,
- providing other verifying documents,
- private tutoring (the College does provide learning labs where tutoring is available to all students), and/or
- personal attendant services, i.e. wheelchair attendants.

Contact the Office of Student Support Services for information on documentation needs and services available. Students are advised to make their request well in advance of the beginning of classes (especially advisable if the accommodation requires a textbook in an

alternative format. Inquiries about reasonable accommodations for persons with disabilities can be directed to Office of Student Support Services at (405) 682-7520 or visiting

www.occc.edu/support/disability

. Students with disabilities wishing to appeal decisions regarding accommodations planned or provided may request an ADA grievance form from the office of the ADA coordinator. Call (405) 682-7850 to request the form or go to

<http://www.occc.edu/hr/harassment-discrimination.html/>

. Notably, the Handbook outlines the complaint process for students who feel that they have experienced discrimination or harassment.

Student Activities and Organizations

Various services are available to students through the Office of Student Life. The office provides a variety of student activities, cultural events, leadership programs, service opportunities, and student organizations on campus.

Student activity fees fund the campus events offered through the Office of Student Life, and all students are encouraged to participate. Some of the annual events offered include Student Organization Fair, Student Leadership Workshop, lecture series, and service learning opportunities. An activities calendar, giving specific information about student activities and other campus events, is available in the Office of Student Life, sent to student email regularly, or on the Student Life homepage.

Whether a student has an interest in a special area, seeks to develop leadership skills, enjoys meeting people, or just wants to have fun, student activities and organizations on campus help enrich the college experience. For additional information about clubs and organizations offered on campus, please contact the Office of Student Life at (405) 682-7523 or access our club list at www.occc.edu/studentlife/clubs.html.

The Student Handbook is an important tool, which can be located on our website. All students are expected to be familiar with the information included in the Student Handbook. This important document outlines the full array of student services, facilities and activities available on campus. The Student Handbook describes the Financial Aid Satisfactory Academic Progress Policy, campus security information, parking procedures, the Student Conduct Code, student grievance and appeals procedures, and various other information pertaining to life on campus.

Student Publications

The College publishes several student publications. These include a college newspaper, The Pioneer, available weekly at various locations around campus; a literary magazine entitled Absolute, for sale at the Bookstore; the Activities Calendar, available from the Office of Student Life or via the Student Life homepage; and the Student Handbook, available in the Office of the Vice President for Enrollment and Student Services.

Success in College and Life Course

Students will be introduced to some of the best practices for success in college and life. General topics include: Making Connections, Time Management, Major and Career Exploration, Setting Educational, Financial, and Personal Goals as well as other topics. It is a required course to be taken during the students first semester at OCCC.

TRIO Programs

OCCC administers two federally-funded programs designed to prepare students for college entrance and successful completion of a

baccalaureate degree. All TRiO program services are provided at no cost to eligible students. Services are provided as part of a year-round program by application. Apply today at

www.occc.edu/trio

!

- TRiO Student Support Services provides eligible OCCC students with academic and support services to ensure their successful transfer and/or completion of a baccalaureate degree. Services include peer tutoring, study skills training, time management skills, academic advisement, financial aid and scholarship assistance, and college transfer assistance. Additional services include peer mentoring, personal counseling, cultural awareness, and career exploration. More information: MB 1T7, 682-7865,

www.occc.edu/sss

- TRiO Upward Bound is a pre-college program designed to provide support for students grades 9 through 12 in their preparation for college entrance. Upward Bound currently serves students at the following high schools: Capitol Hill, U.S. Grant, Southeast, Westmoore, Southmoore, Moore and Pathways Middle College. Upward Bound provides students with academic and support services through personal, financial aid, and career counseling and academic tutoring. Each summer Upward Bound students attend a six-week academy held at Oklahoma City Community College. More information: MB 1V7, 682-7865,

www.occc.edu/upwardbound

Virtual Learning Center

The Virtual Learning Center (VLC) is an OCCC resource that provides support to students as they learn. This resource has many online components but we also have some on-campus resources as well.

Why do I need the Virtual Learning Center?

The VLC has a variety of tips and study hacks to help you as you work to learn in your college courses.

The topics include:

- [Saving My Semester](#)
- [Upgrading my GPA](#)
- [Making Your Time Count \(In Class and Doing Homework\)](#)
- [Organize 911](#)
- [Learning How You Learn Best](#)
- [Reading a College Textbook](#)
- [Note-Taking Tips & Strategies](#)
- [You Missed a Class - Now What?](#)
- [Communicating Effectively with Your Instructor](#)
- [Tackling the Technology](#)

What is a Personal Strategy Session?

This is a meeting with a member of the Virtual Learning Center team that focuses on the areas on which you would like to focus. You guide the conversation and the VLC staff will work to find the resources you need to allow you to be successful.

How Can I Access the VLC Resources?

- Online: www.occc.edu/vlc
- On-Campus: SEM 2G3
- Schedule a Personal Strategy Session
- Phone: 682-7838
- Email: vlc@occc.edu