



**YCCC  
Student  
Resources**

# The Learning Center

## What can the Learning Center do for me?

- ✓ We can help you learn the academic strategies and skills with **free tutoring, workshops, academic resources** and **programs!** We know your professors and we know what they expect.
  - Help with **writing** research papers from generating topics, how to do research, outlines, and APA and MLA citation styles
  - **MATH!** Most students who visit us have questions about math. We have 4-5 tutors on staff to help in drop-in and small groups to help with study strategies, the material, *and* the anxiety
- ✓ This is the best time of your life to get a solid academic foundation. Learn the skills today, practice for a lifetime.
- ✓ Don't wait until it's too late! Get help as soon as you have a question. There's no reason to spend hours confused and overwhelmed when you can come ask one of our tutors.
- ✓ We are all professionals...we know the tricks of the trade! We can help you be a more efficient and effective student!



## How Can I Get Help?

### Drop-in!

Check out our schedules at <http://virtual.yccc.edu/learningcenter>. You'll see hours posted for drop-in hours, no appointment necessary during those times. Find us on the second floor next to the Library.

### Make an Appointment

Because it is difficult to provide group tutoring in some subject areas, we offer some subject tutoring by appointment only. If you are looking for help in one of those courses, email us at [learningcenter@yccc.edu](mailto:learningcenter@yccc.edu). If you are unable to make it during our drop-in times, we may be able to arrange for an online tutoring appointment. Contact us for more information.

### Get online!

The Learning Center's website is filled with helpful handouts, links to peer-reviewed tutorials and quick tips to help you! Visit us and see what we have that can be helpful to you

## Math Strategies

<b>OVERCOME YOUR FEAR</b>	Have you felt scared of math? Have you had a history of negative experiences with math? You are not alone! Learn about ways to tackle your math anxiety <ul style="list-style-type: none"><li>• Breathe! Stress management techniques are essential to success</li><li>• Focus on one problem at a time</li><li>• Get help from tutors</li><li>• Get positive supportive classmates to study with</li></ul>	<b>PRACTICE</b>	It takes a lot of time to do well in math. Expect about 10 hours a week of homework and practice for great results  You will often be assigned homework every week. But, it's not enough for you to cover all the examples that you might find on exams.  Do MORE than you are assigned—the chapter reviews and tests are great practice.	<b>STUDY</b>	Do WHATEVER you can to study and learn! <ul style="list-style-type: none"><li>• Read <i>every</i> chapter</li><li>• Preview new material before you go to class</li><li>• Ask questions</li><li>• Do chapter tests and reviews</li><li>• Create practice exams with your classmates</li><li>• Use DVDs and online tutorials at home</li><li>• STUDY before exams—doing the homework isn't enough</li></ul>
---------------------------	---	-----------------	---	--------------	--

# The Library

## Doing research

Do you have to write a research paper? Are you having difficulty finding the sources you need? The Library has four experienced librarians to help you find the books and articles that your instructors require.

The Library's website provides access to our online catalog and the article databases that you can search from home with your student log-in and 7-digit ID number. Stop by the Reference Desk or get in touch via the Online Help Desk and let us jumpstart your research. Our professional guarantee: *"We'll get you to the good stuff, faster!"*

## Assistance with bibliographies

Need a hand with your bibliography or works cited list? Visit the Library for some one-on-one assistance or try the Library's online bibliography generator, NoodleBib, available from the Library's webpage.

## Borrowing books, CDs, and DVDs

All students have full borrowing privileges at the YCCC Library. Books, CDs, and DVDs circulate for three weeks and can be renewed as needed. We do not charge overdue fees for late material.

## Borrowing from other libraries

As a YCCC student, you can borrow material from other libraries for free. All you need is a valid library ID number (2649000 + your student ID). Request material through the online catalog and it will be delivered to YCCC. We'll send you an email when it arrives.

## Open Computer Labs

Over thirty computer workstations and three printers (one wireless) are located in the Library's open lab areas, providing access to office and programming software, computer-aided drafting and design applications, the Internet and the Library's online catalog.

## Group Study Rooms

The Library has a few group study rooms which can be booked for group work. Rooms are available for up to two hours at a time.

**Other library services** include wireless access, self-serve photocopying (10 cents/page), faxing and scanning services for academic purposes, basic computer software assistance, and video and audio equipment for in-library viewing and listening.

**More questions?** The Library is located on the second floor in the middle of the building. Hours and many resources can be found on the Library website: <http://virtual.yccc.edu/library>

We also have an Online Help Desk: <http://yccc.libanswers.com> OR call 207-216-5303



# TRIO Student Support Services

TRIO Student Support Services (SSS) is a Federal program that provides assistance to first generation college students (neither parent has a bachelor's degree), who are low income and/or have a documented disability. Our goal, like yours, is that you graduate from YCCC, find a job or new career, and, if desired, transfer to a bachelor degree program. **There are no other requirements for our services.**

The **free services** that TRIO SSS provides are:

- Tutoring on campus
- Pre-College Course
- Financial Aid Help and Economic Literacy
- Transfer and Career Assistance
- Peer Mentors



TRIO SSS **does not** require special meetings or fees to succeed and graduate, and if you meet the requirements outlined above you are welcome to apply.

## More questions?

Contact YCCC TRIO SSS by stopping by our office A214, email [yjfoley@yccc.edu](mailto:yjfoley@yccc.edu) or call: 207-216-4424

# Counseling & Wellness Services

The Counseling and Wellness Program provides students with access to an on-campus mental health counselor. Services are provided by a fully licensed and credentialed mental health provider free of charge to any YCCC student. Following an intake session, an assessment is made to determine if the student might benefit from short-term services offered on campus or, for long-term services, a referral to a community practitioner may be necessary. An updated list of counseling resources available in York County is available upon request. Students who are referred to an off campus counseling provider are responsible for payment for any services rendered.

Some semesters an intern from a local university's Master's level Counseling or Social Work Program may also be available to expand the hours of services to students. Interns can provide limited, short term developmentally appropriate counseling services.

The YCCC Counseling Services include mental health assessment and screening, short-term individual counseling, therapeutic psychoeducational activities, addiction screening and referral, referral for psychiatric medication management, and crisis assessment.

In addition, wellness promotion activities include depression screening, stress reduction ideas, managing anxiety, reducing procrastination, mindfulness, yoga poses to relax by, dealing with difficult families and the holidays, are offered throughout the semester as well as fabulous videos, great handouts, stress balls, chocolate and more.

**More questions?** Contact Counseling & Wellness Services by:

- stopping by Student Affairs or
- Emailing [yllittle@yccc.edu](mailto:yllittle@yccc.edu) or
- Calling 207-216-4415

# Office of Disability Services

**The Office of Student Disability Services (OSD)** works with students who have documented disabilities to provide reasonable accommodations. Unlike special education in the high school environment, accommodating students with disabilities on a college campus is about leveling the playing field by providing access to programs and services for all students. YCCC complies with the Americans with Disabilities Act (ADA) and section 504 of the Rehabilitation Act. Students who register with the Student Disabilities Services Office work with the staff to be independent and advocate for themselves.

## **Think you may qualify for services?**

The qualification process begins with scheduling an appointment with the Coordinator of the Office of Student Disability Services and providing the most recent documentation of your disability for review. It is critical to meet with the Coordinator and complete the process for receiving accommodations prior to the start of the semester.

## **How do I work together with the staff/faculty?**

- The student is expected to deliver the accommodation letter and related materials directly to *each* instructor and to discuss the information with them at the start of the semester.
- The student is expected to keep track of grades and keep in touch with the Coordinator throughout the semester.
- It is the responsibility of the student to check their YCCC email regularly for notices and other information from Office of Student Disability Services.

## **Are communications with the office confidential?**

All communications with this office are completely confidential. A private fax number is available to students who wish to have their documentation sent in this manner.

## **How often does an accommodations plan need to be renewed?**

It is the responsibility of the student to renew the accommodation letter each semester by contacting the OSD to schedule an appointment once they have completed registration for courses. No accommodations can be granted unless the student completes the renewal process for each new semester.

## **More Questions?**

Contact Office of Disability Services at email address: [cotoole@yccc.edu](mailto:cotoole@yccc.edu) or call (207) 216-4412. Messages left when the office is closed will be answered during office hours on Mondays, Tuesdays, and Wednesdays.