Chaffey College Language Success Center

English Information Guide
Summer 2018

Other Centers

DLAs, learning groups, workshops, and tutoring are also available at the Success Centers in Chino and Fontana.

Chino Success Center
(CHMB-145) 652-8150

Fontana Success Center
(FNFC-122) 652-7408

Final Supplemental Learning Deadline

English 1A and 475
Friday, July 20

Chaffey College Language Success Center

BEB-101
Open Jun. 4-Jul. 27
Mon.-Thurs. 9 am-7 pm
Fri. 10 am-3 pm
Sat.-Sun. closed

Phone
(909) 652-6820

Website
libguides.chaffey.edu/language

Appointments
chaffey.mywconline.com

- Bring your Chaffey Photo ID card.
- Appointments are recommended.
- You may do up to 3 activities daily.
- Be punctual.

Directed Learning Activities (DLAs) (45 minutes+)
- Instructor-designed reading and writing activities available in the center
- Two parts: an independent part and a review session with a tutor
- DLAs count toward your supplemental learning requirement.*

Workshops (50-60 minutes)
- Faculty-led discussion groups on specific reading and writing topics
- Limit: 14 students per workshop
- Workshops count toward your supplemental learning requirement.*

Learning Groups (50-60 minutes)
- Tutor-led interactive groups on specific reading and writing topics
- Limit: 10 students per learning group
- Learning groups count toward your supplemental learning requirement.*

Tutoring (30 minutes)
- Meet with a tutor one-on-one to discuss your writing process or reading strategies.
- Tutors do not edit or proofread papers.
- Bring a printed version of your paper and your instructor’s directions.
- Tutoring DOES NOT count toward your supplemental learning requirement.

*English 1A/3 hrs.* English 475/5 hrs.

To Set an Appointment

1. You can make an appointment up to a week in advance at chaffey.mywconline.com.
2. You may set one group and one individual (DLA or tutoring) appointment daily and two group and two individual appointments weekly.
3. No same day appointments are available; however, you may walk in for same day service.
4. The cutoff for making an appointment for the following day is 8:00 p.m.
Your Supplemental Learning Requirement

1. **Do not wait until the last minute!**
Students who wait to begin their supplemental learning requirement at the end of the semester might not complete it.

2. **Use the verification form to pace yourself.**
Finishing the DLAs, workshops, and learning groups before or on the due dates will ensure that you complete your hours by the end of the semester. Remember to bring your verification sheet to your appointment for the tutor to stamp!

Language Success Center staff will stamp, sign, and date completed supplemental learning activities. In addition, they will stamp, sign, and date your instructor’s verification sheet. If you lose your verification sheet, contact your instructor for a replacement. Language Success Center staff will re-stamp the verification sheet if you provide the stamped, signed, and dated supplemental learning activities. LSC staff will not stamp any boxes for activities that have been finished after the DUE dates.

3. **Remember that reviewing an essay with a tutor does not count toward the supplemental learning requirement. Only DLAs, workshops, and learning groups will fulfill your requirement.**

Success Center Rules

1. **Always bring your Chaffey Student ID:** you may not use the center or check out materials from the Resource Room without it!

2. **Always log in and log out** by swiping your card on the machine at the front desk whether you need the hours or not.

3. **Students may not log in and use the Success Center during class time** even if the class is cancelled.

4. **Surfing the Internet, typing or printing papers, and studying are not allowed.** Students in the center must be doing the following activities: DLAs, learning groups, workshops, or tutoring.

5. **No food or drinks are allowed except bottled water.**

6. **Silence all cell phones and log out to take calls or send texts outside the Success Center.**

7. **Computers are for DLA use only** (no Facebook, e-mails, personal videos, etc.).

8. **Only currently enrolled Chaffey students** may enter the center. No exceptions for children or guests.

9. **It is recommended that you arrive 10 minutes early for appointments.** If you are more than 1 minute late for a tutoring appointment or more than 3 minutes late for a learning group or a workshop, you will not be allowed to attend.

10. **The last DLA Review Session is 20 minutes before closing.** The last Essay Tutoring Session or Getting Started Activity Review is 35 minutes before closing.

11. **Print a copy of your work before meeting with a tutor** for a tutoring session.
One way to complete your English supplemental learning requirement is to do a Directed Learning Activity (DLA), a reading and writing task available in the center.

To get credit, complete the independent part of the DLA and meet with a tutor to review it. You must finish the DLA before meeting with the tutor for the review session.

With the exception of the Session 1 activity review sessions which are 30 minutes, all other DLA review sessions are 15 minutes.

### Bring your own writing for these DLAs:

- **Fragments**
  - (30-45 min. independent/15 min. review)
  - Learn what fragments are and how to find and fix them.

- **Run-ons**
  - (30-45 min. independent/15 min. review)
  - Learn what the characteristics of independent clauses are and how to join and separate them.

- **Commas**
  - (30-45 min. independent/15 min. review)
  - Learn comma rules that will help you use commas with confidence.

- **Subject-Verb Agreement**
  - (30-45 min. independent/15 min. review)
  - Learn rules and strategies that can help you choose the right verb for each subject.

- **Eliminating Wordiness**
  - (30-45 min. independent/15 min. review)
  - View a PowerPoint presentation on wordiness. Afterwards, apply what you learned to a paper of your own.

- **Transitions**
  - (30-45 min. independent/15 min. review)
  - After learning about transitions, add them to sample paragraphs and a paper of your own.

- **Time Management**
  - (BRING A WRITING ASSIGNMENT SHEET FOR THIS DLA)
  - (30-45 min. independent/15 min. review)
  - Learn about your writing process and how to schedule enough time to complete your writing assignments.

- **Utilizing Instructor Feedback**
  - (BRING AN ESSAY WITH YOUR INSTRUCTOR’S COMMENTS.)
  - (30 min. independent/15 min. review)
  - Analyze your instructor’s comments on your own graded paper.
DIRECTED LEARNING ACTIVITIES (DLAs)

One way to complete your English supplemental learning requirement is to do a **Directed Learning Activity (DLA)**, a reading and writing task available in the center.

To get credit, complete the independent part of the DLA and meet with a tutor to review it. You must finish the DLA before meeting with the tutor for the review session.

With the exception of the Session 1 activity review sessions which are 30 minutes, all other DLA review sessions are 15 minutes.

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**Getting Started (SESSION 1 ONLY)**
(30 min. independent/30 min. review)
Examine your attitudes about reading and writing and develop strategies for improvement.

**Hope and Goal Setting (SESSION 1 ONLY)**
(30-45 min. independent/30 min. review)
Reach your academic goals by harnessing your willpower and waypower.

**Mindset (SESSION 1 ONLY)**
(30-45 min. independent/30 min. review)
Learn how a fixed or growth mindset can affect your success.

**Learning Strategies (SESSION 1 ONLY)**
(30-45 min. independent/30 min. review)
Learn how visual, auditory, verbal, and kinesthetic ways of learning can benefit you.

**Purpose, Audience & Tone**
(30 – 45 min. independent/15 min. review)
Find out how purpose, audience, and tone relate to reading and writing.

**Organization & Structure**
(30 – 45 min. independent/15 min. review)
Learn about key elements of paragraph and essay writing.

**Summarizing**
(30 – 45 min. independent/15 min. review)
Learn reading and writing strategies that will help you to summarize and paraphrase an author’s main idea.

**The Reading Process**
(30-45 min. independent/15 min. review)
Get more out of what you read by using the reading process.

**Identifying Sentence Errors**
(30 – 45 min. independent/15 min. review)
Discover strategies for proofreading your paper.

**Evaluating Online Resources** (FOR ENGLISH 475)
(30 min. independent/15 min. review)
Compare two websites to see which one is more reliable.

**Avoiding Plagiarism** (FOR ENGLISH 475)
(30-45 min. independent/15 min. review)
Read about plagiarism and identify it in select passages.

**MLA Works Cited Page** (FOR ENGLISH 475)
(45-60 min. independent/15 min. review)
Learn to cite your research paper sources.

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**Bring your own writing for these DLAs:**

**Fragments**
(30-45 min. independent/15 min. review)
After learning about fragments, find and fix them in your own writing.

**Run-ons**
(30-45 min. independent/15 min. review)
After learning about run-ons, find and fix them in your own writing.

**Commas**
(30-45 min. independent/15 min. review)
After learning comma rules and applying them to sample sentences, decide where to put commas in your own writing.

**Subject-Verb Agreement**
(30-45 min. independent/15 min. review)
After learning about subject-verb agreement, find and fix agreement problems in your own writing.

**Eliminating Wordiness**
(30-45 min. independent/15 min. review)
View a PowerPoint presentation on wordiness. Afterwards, apply what you learned to your own writing.

**Time Management**
(BRING A WRITING ASSIGNMENT SHEET FOR THIS DLA)
(30-45 min. independent/15 min. review)
Learn about your writing process and how to schedule enough time to complete your writing assignments.

**Utilizing Instructor Feedback** (FOR ENGLISH 475)
(BRING AN ESSAY WITH YOUR INSTRUCTOR’S COMMENTS.)
(30 min. independent/15 min. review)
Analyze your instructor’s comments on your own graded paper.

**Transitions** (FOR ENGLISH 475)
**Transitions between Paragraphs** (FOR ENGLISH 675)
(30-45 min. independent/15 min. review)
After learning about transitions, add them to sample paragraphs and your own paragraphs.
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*Active Reading, Learning Strategies, Hope, or Mindset will count toward the Session 1 requirement.

Workshops and Learning Groups are 50 minutes long. Arrive 10 minutes before start time. Appointments can be set online at chaffey.mywconline.com. Select the "RANCHO: English Groups" schedule. Walk-ins are welcome.
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Workshops and Learning Groups are 50 minutes long. Arrive 10 minutes before start time. Appointments can be set online at chaffey.mywconline.com. Select the "RANCHO: English Groups" schedule. Walk-ins are welcome.
Instructions for Using WCONLINE

To set appointments at the Success Centers, access the WCONLINE Appointment System by going to chaffey.mywconline.com

STEP 1
If you are new to WCONLINE, select **Register for an account** to create a new account, using your Chaffey email address. If you are a returning user, log in with your email address and password.

HINT: If you forget your password, click on **Reset password**. Check your email including spam to get your temporary password. If you experience any issues, contact the Success Center you are trying to make appointments with.

STEP 2
Once you log in, go to the drop-down menu and select the appropriate schedule.

Remember that the **Rancho Campus** has 3 Success Centers with the following schedules:

- **Language Success Center (LSC):**
  - RANCHO English: DLAs & Tutoring
  - RANCHO English: Groups
  - RANCHO Language: DLAs & Tutoring
  - RANCHO Language: Groups

- **Math Success Center (MSC):**
  - RANCHO Math & Physics: Tutoring
  - RANCHO Math: Workshops & Learning Groups

- **Multidisciplinary Success Center (RSC):**
  - RANCHO Multidisciplinary: Tutoring
  - RANCHO Multidisciplinary: Groups

Select one schedule from the list.
**STEP 3**

For **one-on-one sessions**, you can filter your search by subject or class, using the **Limit to** drop-down menu available on some schedules. Then, click on the **white box** below the time you want to meet with a tutor. For example, Adrian is available from 8am-9:30am. If you want to meet with him at 8:30am, click on the box below 8:30am.

**STEP 4**

A window will appear. Select the **type of appointment** that you are setting such as **Tutoring (30 min)** or **DLA (15 min)** and fill out the rest of the appointment card.

Before saving the appointment, **change the end time** if necessary so the appointment is the right length.

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**MSC Math 25 Workshop**

*Fill out the form below in order to save this appointment. Questions marked with * are required.*

**Location:** Math Success Center M-121, Rancho Campus

**Appointment Limits:** Appointments must be 1 hour in length.

**Time:**

- **Friday, February 07:** 11:00am to 12:00pm

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**STEP 3**

For **group sessions** such as workshops or learning groups, you can filter your search by subject or class, using the **Limit to** drop-down menu available on some schedules. Then, click on the **white box** below the time the group begins. For example, if you want to go to the workshop from 11am-12pm, click on the box below 11am.

**STEP 4**

A window will appear. **Check the appointment time.** The start time should match the one on the schedule, and the appointment length should be one hour. Adjust the times if necessary.