McCarthy Library

Library & Learning Resource Center (LLRC)

Service Center for students, faculty & staff

McCarthy Library
Media Services
Disabled Students Program & Services
Learning Services
Teaching & Learning Center
Testing & Tutoring Center
Workability III

Information Booklet
Welcome to the 2012-13 Academic Year from the LLRC!

The Library and Learning Resource Center (LLRC) houses the McCarthy Library and a multitude of additional support services for students. Under one roof, students and faculty have access to Media Services, Learning Services, the Testing and Tutoring Center and a variety of classrooms with the most current technology. In addition, the Faculty and Staff Professional Development Center is located on the second floor of the LLRC.

As a faculty member, please know that the McCarthy Library contains fabulous resources to support your discipline. Our reference librarians, Stephanie Grohs and Nancy McEnery, stand ready to help with your information needs. Through our SNAP library system, over 712,000 books are currently available. Books and periodical articles not available locally may be requested through inter-library loan. A variety of online databases containing scholarly journals and popular magazines can be found on the library’s website. To access databases from off-campus, the user name: nvclibrary and password: books is required.

New this fall, the Student Success Center, located in the library, provides workshops to help students gain the skills necessary to navigate the demands of college life. Several workshops are offered each semester. Faculty can request a workshop for an entire class.

In the following pages, the myriad of services in the LLRC are explained as well as the classrooms and conference rooms available. Please do not hesitate to come by to say “hello”!

Sincerely,

Rebecca Scott

Rebecca Scott
Dean, Library and Learning Resource Center
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McCarthy Library

Library Staff: Amy Guan & Jan Schardt

- 80 student computers: Mac&Pc
- Media Viewing Area
- Group Media View Rooms
- Group Study Rooms
- Printer & Copier Room
- Silent Study Area
- Video Check-out
- Laptop Check-out
- Calculator Check-out
- Headphones Check-out

HOURS

M-TH 7:30 am – 8:45 pm
707-256-7400

Reference Librarians: 707-256-7430
Stephanie Grohs  Nancy McEnery
Student Learning Outcomes

The McCarthy Library enables users to discover information in all formats through the effective use of technology and the organization of knowledge.

SLO 1.1  The McCarthy Library integrates library resources into institutional website and other information portals.

SLO 1.2  The McCarthy Library enables users to discover information in all formats through effective use of technology and organization of knowledge.

SLO 1.3  The McCarthy Library develops resource guides (e.g. library guides) to provide guidance and multiple points of entry to information.

SLO 1.4  The McCarthy Library provides one-on-one assistance through multiple platforms to help users find information.

SLO 2.0  Provide a welcoming, stimulating environment with access to technology and educational resources to support student success.

SLO 2.1  Students use technology to acquire, organize, produce and disseminate information.

Media Services

SLO 1.1  Provide appropriate classroom media technologies to support instruction and student success.
We are rolling out our Student Success Center in the LLRC this fall with eleven workshops to help students gain the skills necessary to navigate the demands of college life. We encourage you to assign one or more of these workshops as part of your course requirement(s) to ensure that students take advantage of these offerings. The workshops are described in detail below. Each 50 minute workshop includes a lesson, student activity, and assessment. Workshop presenters handle all aspects of the workshop, including scoring/grading the student activity and sharing the results.

Workshops can be scheduled during your class time and are held in the LLRC/Library classrooms. You can request a workshop for your class by going to: http://www.napavalley.edu/llrc/Pages/LibraryStudentSuccessCenter.aspx

There is also a calendar of weekly scheduled workshops which individual students may self-select by signing up online. This calendar may be viewed at: http://www.napavalley.edu/llrc/Pages/CalendarofEvents.aspx

**WORKSHOPS AVAILABLE FOR YOUR CLASSES**

**How to be a College Student: Using Information Resources Effectively**

**Introduction to the Library**
This workshop introduces students to the basics in how to use the library including library hours, how to obtain a library card, the librarian's role; and physical resources available to all students (e.g. book collection, computers, copy center, media viewing rooms, etc.).

**Introduction to Research**
Learn how to use the SNAP system to find a book and other library materials, order materials through inter-library loan, as well as gain an understanding of information sources found in the reference section of the library. Students are introduced to general encyclopedias and subject-specific encyclopedias to gain background information as well as how to use a book index effectively.

**Online Databases: Powerful Tools You'll Want to Know About**
In this workshop, students will learn to differentiate between general databases and subject-specific databases for their information need(s). In addition, we will cover article abstracts versus full-text articles as well as the difference between scholarly and popular sources of information.
Advanced Research
Welcome to the world of controlled vocabularies and keyword searching! This workshop covers the importance of subject headings in navigating information sources and gives students a working knowledge of how information is organized and retrieved. Tools for evaluating sources (including websites) are learned and practiced.

Citing Your Sources
Avoid plagiarism using these well-known methods of incorporating others' work into your own writing: paraphrasing, summarizing, and direct quoting. Parenthetical citation is discussed using MLA format.

MLA Deconstructed
Learn the "ins" and "outs" of writing a works cited page using correct MLA format.

Writing the Research Paper in 15 Easy Steps
This workshop demystifies the task of writing a research paper. Follow these 15 steps to create a well-organized research paper.

Time Management & Test Taking

Time Management Strategies
Too many irons in the fire and not enough time to get everything done? Take this workshop to learn proven methods to allocate your time more effectively.

How to Take a Test
This workshop focuses on overcoming test anxiety and provides students with techniques for answering multiple choice, short answer and essay questions.

Study Skills, Learning Styles & Reading Improvement

Study Skills
This workshop covers note-taking using Cornell notes and strategies for finding the main idea/supporting details in written materials. The benefits of study groups are also explored.

Memory Boosters
Students identify their learning style and gain techniques for putting information into long-term memory. Tools such as mnemonics are also covered.
Media Services

Staff: Choolwe Kalulu and Tereasa Snowder

Location: Located in the library, you can find Media Services Technicians at the Circulation Desk. Call 707-256-7452.

IMMEDIATE ASSISTANCE
Faculty can request immediate technical media assistance in their classrooms by calling media support at 256-7452.

TRAINING
Faculty may arrange to meet with Tereasa one-on-one to be trained on “smart classroom” media.

SPECIAL EVENTS/MEETINGS/CONFERENCES
To request a media set up for an event, a meeting, or a conference, please submit the following form located in the LLRC website on the Media Services page:
Media Services Request Form
http://www.napavalley.edu/llrc/Documents/Media%20Services/Media%20Service%20Request%20Form.pdf

Please call or email us at mediasupport@napavalley.edu if you did not receive a response within 24 business hours of submitting the form. All requests should allow 24-48 hours advanced notice.

MEDIA STUDIO REQUEST
Submit all requests online.
DSP&S

Disabled Students Programs and Services is a program designed to ensure that students with disabilities have equal access to all of the educational offerings at Napa Valley College.

The staff of the Disabled Students Programs and Services is committed to student success. DSP&S utilizes advanced technology for disabling conditions to improve access and opportunities for success.

SERVICES AVAILABLE

To ensure maximum benefit of participants in DSP&S, the following services are offered:

Academic Advising / Counseling
Accommodation Services
Instructional Assistant Support

To make an appointment with a DSPS Counselor or Specialist call or email:

Sheryl Fernandez  sfernandez@napavalley.edu  256-7227
Bev Wirtz  bwirtz@napavalley.edu  256-7348

You can also stop by the DSPS Coordinator’s office, located in Room 1735 of LLRC Building, on the Napa Valley Main Campus.
Student Learning Outcomes

Disabled Student Programs & Services

SLO 1.1 Provide support to students with disabilities to enroll in classes and receive accommodations.

SLO 1.2 Provide training opportunities to DSPS students in assistive technologies.

SLO 1.3 Provide professional development to faculty and staff to increase disability awareness.
Learning Services

Staff: Barbara Kraig, Barbara Benson, Jen Tronstad, Rose Brakesman

Location: 1766

HOURS
M-TH 8:00 am – 4:30 pm
707-256-7442

The Learning Service (LS) Department serves the educational needs of students who are experiencing difficulties learning, including those with learning disabilities.

NVC students may refer themselves for diagnostic evaluation. Information from the testing process is used by Learning Disability Specialists to determine accommodations that may support students in being successful in the college environment.

SERVICES AVAILABLE
- Learning disability assessment
- Specialized training
- Accommodations
- Assistive technology trainings
- Classes
- Referral to programs and support services
- Learning Disabilities assessment and interpretation

STUDENT with LEARNING DISABILITIES
- Specialized tutoring
- Academic accommodations
- Assistive technology trainings
- Classes
- Referral to programs and support services
Student Learning Outcomes

Learning Services

SLO 1.1 To facilitate student success in academic classes by offering relevant instruction in basic skill classes and by providing course specific tutoring support.

SLO 1.2 To build students’ knowledge of available college and community resources.

SLO 1.3 To educate the college community about learning styles and learning differences.
What’s Available?
- In Design Creative Suite
- Clickers
- File Maker
- Microsoft Office
- SARS
- Voice Thread
- Webinars/Internet
- Zoomerang

WORKSHOPS AVAILABLE

Assessment
CurricUNET
CurricUNET is web-based software designed to streamline the development and approval of curriculum. This hands-on workshop showcases CurricUNET and assists faculty in learning the applications.

TracDat
TracDat is used for entering information from your course(s) into Student Learning Outcome Assessments (SLOAs). Trainings are given in groups or individually, upon request.

Classroom Technology
Clickers
Clickers allow instructors to ask questions and gather students’ responses during a lecture. In clicker systems, each student uses a device (a "clicker") that looks like a simple TV remote to answer questions posed by the instructor in a specially-designed PowerPoint presentation. Summaries of student responses can be shown in real time to both instructors and students. This workshop introduces best practices for using clickers to design a successful learning experience.
Effective Teaching Practice

**CATS – Classroom Assessment Techniques**
Classroom Assessment Techniques provide instant feedback to instructors regarding student learning. These short and easy assessment techniques are meant to support faculty in gaining the information to determine if their students understand and have learned the material. The assessments can be used continuously in any discipline without disturbing the flow of teaching.

**Integrating Information Literacy**
Learn the A-Z’s of what the library has to offer faculty members. Incorporating Information Literacy in our classrooms empowers students by giving them the skills to confidently approach assignments and to successfully navigate through the entire research process. Students who understand the cumulative steps involved in research will be better prepared for the rigors of academic life and the demands of the workplace. In this workshop, we will explore models of collaboration between faculty, librarians, and the resources of the entire LLRC.

**Students with Disabilities: What Instructors Need to Know**
As increasing numbers of students with learning disabilities enter our classes, it is imperative that instructors are aware of how best to assist these students. This workshop covers accommodations, including 504 plans, as well as the resources available through Disabled Students Program & Services.

**Syllabus Writing**
This workshop discusses ways to improve both the layout and aesthetics of a course syllabus to increase students’ ability to use it. The workshop also covers the required and recommended elements for a course syllabi as defined in the NVC Faculty Handbook.

**Syllabus Redesign – Qualities of the Exemplary Syllabus**
This hands-on workshop will give faculty time to review and incorporate qualities of an exemplary syllabus that goes beyond the minimal requirements of Title 5. Learn how to make your syllabus more student-friendly, learner-centered, and culturally responsive. Faculty are encouraged to bring their syllabi to the workshop.

**Inclusivity**

**Safe Colleges**
Our Safe Space Program is based on two nationally recognized models including the Gay, Lesbian, Straight Education Network (GLSEN) and the National Youth Advocacy Coalition Program (NYACP). The foundation of the program is to train Napa Valley College teachers, support staff, administrators and students to be allies. The goal of the program is to create a safe environment in all corners of the campus.

**Laws and Regulations**

**Copyright and Fair Use**
This workshop provides an overview of copyright law in order to help you and your students understand and exercise their digital rights and responsibilities. Gain familiarity with best practices in displaying media in face-to-face or Distance Education classrooms. Learn about fair use in educational settings and identify resources available in the public domain.

**Media Production**

**Lecture Capture Software**
There are many different ways to capture a lecture: written notes, audio recordings, video recordings, live streaming or interactive feed. Comprehensive lecture-capture integrates all these features from one location of the LLRC. Using our state-of-the-art capture software options, instructors can now customize teaching content for later review, class orientation, and online course development. The
data shows that lecture capture can enhance and extend instructional effectiveness. See http://ccnmtl.columbia.edu/enhanced/noted/lecture_capture_benefits.html for statistics.

**Podcasting**
Engage students in the ways the printed page cannot! Podcasts give students more freedom to learn – wherever and whenever they want. Students can play podcasts on any computer, iPod, iPad, or iPhone. So, when they’re in class, they can spend more time participating in meaningful discussions and working on the instructor’s lesson plan. Instructors decide the level of distribution (time sensitive, restricted access, programmed airing or public promotion).

**Using Production Studio**
The LLRC Production Studio provides an instructional content development facility for all of your digital production needs. The technology allows all levels of competence from tech phobic users to the most advanced instructors. Learn how to customize your lessons and enhance your student outcomes using a variety of proven technologies and equipment. From design, production, edit, content creation, self-assessment, student feedback and all social media facets, the production studio has the tools to assist you.

**Microsoft**

**Microsoft Office Suite**
Learn MS Outlook tricks and tips to simplify your work life. You will learn how to use features such as how to log in, how to change fonts, create folders, create contact groups, add a digital signature, set rules (including turning rules on and off), set emails to expire on a particular date and time, and the difference between “all staff” and “everyone” emails.

**Using Campus Technology**

**Training on Using Classroom Technology**
This hands-on training will cover the use of Pixie Controller, computer, document camera, LCD projector and DVD/VHS players in the classrooms. You will also receive basic troubleshooting tips and tricks. Individual training can be arranged by request on specific equipment.

**How to Maintain and Use Campus Computers**
Demonstration on how to keep all software on a campus personal computer current with updates and patches as well as how to keep hard drives clean and functioning optimally by defragging.

**Web Page Development using SharePoint**

**SharePoint**
The goal of this workshop is to train users on the basic principles of building and developing an NVC SharePoint web site. Specific topics include setting up a home page, uploading documents and images, creating new pages in your site, adding links to your uploaded content and linking to online content. Skills learned are the foundation for developing a departmental web site or a “people” site.
New Faculty Learning
Community Training Strands

Newly hired contract faculty are members of the New Faculty Learning Community (NFLC). The NFLC engages in mandatory professional development meetings and workshops geared toward teaching and counseling excellence. The professional development component is included as part of the evaluation process. Some of the training opportunities are open to the campus.

Fall Semester 2012

**September 4th 1:30 – 3:30 TLC Room 1770**

**Using WebAdvisor Microsoft Outlook, and the College Phone System**
Learn to use WebAdviser to post grades, retrieve class rosters, find classes and more. Discover MS Outlook tricks and tips to simplify your work life. And, learn to use the two phone systems on the college campus.

**September 18th 1:30 – 3:30 TLC Room 1770**

**It’s All About Support!** This workshop engages participants in activities to learn about the various support systems offered through NVC including Math, Writing, Health, Career, Student Success and Testing and Tutoring Centers. Counseling, Financial Aid, TRIO, clubs and learning communities will be included.

**October 2nd 1:30 – 3:30 TLC Room 1535**

**NFLC meeting with Sue Nelson and Ann Gross**
The Intercultural Development Inventory (IDI) is a self-assessment training tool, used to measure cultural understanding in order to identify targeted follow-up activities to increase intercultural communication skills. Participants will complete the IDI on-line, and then learn about the theory on which the assessment is based.

**October 16th 1:30 – 3:30 TLC Room 1770**

**Developing Your College Webpage Using SharePoint**
Learn the basic principles of managing your SharePoint web site, configuring home pages and navigation menus. Work with your content to include uploading/modifying documents, images and pages and discuss strategies for expanding content.

**October 30th 1:30 – 3:30 TLC Room 1770**

**Using Classroom Assessment Techniques (CATS) to Fine Tune Your Teaching**
CATS are ongoing evaluation methods used to determine if your students are learning. Participants will learn CATS techniques that are practical, fast and effective.
November 6th 1:30 – 3:30 TLC Room 1535

**NFLC meeting with Sue Nelson**
Meet with the Vice President of Instruction, Sue Nelson, to learn about the many ways the Office of Instruction supports instructors and students. Various topics will be discussed including dealing with difficult students.

November 20th 1:30 – 3:30 TLC Room 1770

**Student Learning Outcomes and Assessments**
Student learning outcomes and assessment provide imperative feedback on our students and classes. This workshop will assist in writing SLOs and creating assessment methods.

December 4th 1:30 – 3:30 TLC Room 1770

**Writing Exemplary Syllabi**
This workshop gives you the time to review and revise your syllabus to move into the exemplary category.
Student Learning Outcomes

Teaching & Learning Center (Faculty & Staff Professional Development Center):

SLO 1.1 Provide training opportunities that address professional development needs identified by faculty and staff.

SLO 1.2 Increase faculty and staff participation in TLC training; increase usage of TLC facility.
TTC
Testing & Tutoring Center

Staff: Jeremy Ecklin & Michelle Villante
Location: 1764

HOURS
M-TH 7:30 am – 7:00 pm  Fri. 8:00 am-12:00 pm
707-256-7434 or 707-256-7437, fax 707-256-8054

SERVICES AVAILABLE

- Assessment Testing
- ESL (English as a Second Language) Assessment Testing
- Testing accommodations for students with verified disabilities
- GED Testing
- Proctor Testing for Distant Learners
- Tutoring
Student Learning Outcomes

Testing and Tutoring Center

SLO 1.1 Students will be aware of and have access to tutoring services (and Supplemental Instruction when available) offered by NVC to meet their needs.

SLO 1.2 Students and faculty will find the testing process (placement, make-up and accommodation) accessible, as ease of use and protocol, availability, location, and understanding of next steps upon completion.
Workability III

Staff: Natalie Bradley, Edward Beanes & Malia Palu
Location: 1769

Workability is a collaborative program between NVC DSP&S (Disabled Students Programs and Services) and the California Department of Rehabilitation. We provide intensive academic and career services for students with severe disabilities. Our mission is to work with our mutual clients/students in successfully transitioning them into gainful employment. The services we provide include counseling, accommodations, instruction assistance support, academic and vocational assessment and job placement services.

WAIII implements supportive counseling academic services including:

- Educational planning for certificate, degree and/or transfer requirements.

- Strengths assessment, vocational guidance and instruction in academic skills such as time management, organizational skills, study skills, test taking skills, and interpersonal skills. Building upon these skills also result in professional behaviors leading to better employability.

- Identification of appropriate accommodations, and ongoing academic support through the provision of instructional aids for tutoring, and instruction.

- Linkages and referrals to campus and community agencies to increase opportunities for students.
WAIII implements supportive vocational training/services including:

- Pre-vocational Services: employment portfolio development, interviewing skills, job seeking skills, advocacy awareness, career exploration/development

- Employability Skills: Communication with co-workers and supervisors, work behavior/attitude, appropriate grooming/dress, expectations of a job, resources & referral.

- Employment Development/Placement: on-the-job training, work experience, job placement assistance. The Job Club meets every Wednesday covering all these topics and including employer presentations, professional industry presentations, and off site field trips to a variety of business and industry.
Student Learning Outcomes

Workability III

SLO 1.1 Vocational Assessment: Students will be able to set career goals that match their interests, skills and values that meet labor market needs.

SLO 1.2 Employment: Students will be able to apply career, job search skills and work experience in pursuing employment.

SLO 1.3 Academic: Students will have an educational plan that outlines the course requirements for a certificate, degree and/or transfer to university.
Classrooms & Conference Rooms Available for Reservation

ROOMS
1731, 1738, 1741, 1760, 1763, 1767, 1770, 1772

RESERVATION INSTRUCTION
To reserve a room for a meeting or conference, please email the request to the LLRC secretary.

To reserve a room for events or conferences requiring set-up, please use the following Room Reservation Request Form:
http://www.napavalley.edu/llrc/Documents/Room%20Reservation%20List/Room%20Reservation%20Request%20Form.pdf
1731

- Conference/Theater Style
- Capacity is 30-75
- Kitchenette
- LCD Projector and Screen
- DVD/VHS Player
- Podium with microphone
- 2 double door entrances
- NO Wi-Fi

ROOM POLICY

- Reservations are made through the LLRC Secretary.
- Priority reservation for large groups of 30+ using technology.
- Student activities in the room must be accompanied by an advisor/instructor at all times.
- Facilities application must be filled out for events involving set-up; food; and or drinks.
- Media equipment and services should be requested at time of reservation and at least 48 business hours in advance.
- Room and equipment should be kept clean and ready for the next user.
- It’s is the user’s responsibility to request for technology training if necessary.
1738

- Classroom
- Capacity is 20-25
- Laptop cart (24 laptops)
- LCD Projector and Screen
- DVD/VHS Player
- Internet Access
- MS Office
- Computer

ROOM POLICY

- Reservations are made online.
- Priority reservation for Library Orientations or classes with information literacy integrated.
- Student activities in the room must be accompanied by an advisor/instructor at all times.
- There is no food or drinks allowed.
- Media equipment and services should be request at time of reservation and at least 48 business hours in advance.
- Room and equipment should be kept clean and ready for the next user.
- It’s is the user’s responsibility to request for technology training if necessary.
1741 Special Collections Room

- Conference Style
- 3 oval table with 6 chairs at each table
- Room has windows with blinds
- No technology
- Wi-fi
- This room houses the David Wheatley Special Collection on California history and the Copia Collection

ROOM POLICY

- Reservations are made through the LLRC Secretary.
- Student activities in the room must be accompanied by an advisor/instructor at all times. Librarian must be present if special collections are accessed.
- There is no food or drinks allowed.
- Room should be kept clean and ready for the next user.
ROOM POLICY

- Reservations are made through the Scheduling Office.
- Student activities in the room must be accompanied by an advisor/instructor at all times.
- There is no food or drinks allowed.
- Media equipment and services should be requested at the time of reservation and at least 48 business hours in advance.
- Room and equipment should be kept clean and ready for the next user.
- It’s is the user’s responsibility to request for technology training if necessary.
• Classroom/Computer Lab
• 22 student stations
• 24 computer stations
• Room has windows with blinds
• LCD Projector & Screen
• Computer

• DVD/VHS Player
• Blue Ray Disc Player
• Document Camera
• Internet
• Microsoft Office
• Whiteboard

ROOM POLICY

• Reservations are made through Learning Services.
• Priority reservation for Learning Services classes.
• Student activities in the room must be accompanied by an advisor/instructor at all times.
• There is no food or drinks allowed.
• Media equipment and services should be requested through Media Services at least 48 business hours in advance.
• Room and equipment should be kept clean and ready for the next user.
• It’s is the user’s responsibility to request for technology training if necessary.
1763

- Conference Style
- 24 chairs
- Room has windows with blinds
- LCD Projector & Screen
- DVD/VHS Player
- Blue Ray Disc Player
- Hook-up for laptop
- Hook-up for Internet
- Table Speakers
- No Wi-Fi
- Whiteboard
- Sink

ROOM POLICY

- Reservations are made through Learning Services.
- Priority reservation for Learning Services classes.
- Student activities in the room must be accompanied by an advisor/instructor at all times.
- There is no food or drinks allowed.
- Media equipment and services should be requested through Media Services at least 48 business hours in advance.
- Room and equipment should be kept clean and ready for the next user.
- It’s is the user’s responsibility to request for technology training if necessary.
1767

- Conference Style
- Seats 8-10
- No windows
- Phone
- Laptop Cables
- Monitor
- Sound
- Wi-Fi
- Microsoft Office
- Whiteboard

ROOM POLICY

- Reservations are made through the LLRC Secretary.
- Priority reservation for tele-conferences or groups using technology.
- Student activities in the room must be accompanied by an advisor/instructor at all times.
- Facilities application must be filled out for events involving food and, or drinks.
- Media equipment and services should be request at time of reservation and at least 48 business hours in advance.
- Room and equipment should be kept clean and ready for the next user.
- It’s is the user’s responsibility to request for technology training if necessary.
1770

- Conference Style
- 16 seats
- 7 student stations
- Laptop Cart with 24 laptops
- No windows
- LCD Projector & Screen
- Computer

- DVD/VHS Player
- Blue Ray Disc Player
- Internet
- Wi-Fi
- Microsoft Office
- Whiteboard

ROOM POLICY

- Reservations are made through Jan Schardt at 256-7412.
- Priority reservation for professional development & staff training.
- Student activities in the room must be accompanied by an advisor/instructor at all times.
- Room and equipment should be kept clean and ready for the next user.
- It’s is the user’s responsibility to request for technology training if necessary.
1772 Language Lab and Student Success Center Classroom

- Computer Lab
- 30 Computer Stations
- Room has windows with blinds
- LCD Projector & Screen
- Computer
- DVD/VHS Player
- Blue Ray Disc Player
- Document Camera
- Internet
- Microsoft Office
- Whiteboard

ROOM POLICY

- Reservations are made through the LLRC Secretary or Librarians.
- Student activities in the room must be accompanied by an advisor/instructor at all times.
- There is no food or drinks allowed.
- Room and equipment should be kept clean and ready for the next user.
- It’s is the user’s responsibility to request for technology training if necessary.