

## ASC Lab Hours

### New Bern Campus

(Fall and Spring)

Monday-Thursday

8a.m.-7p.m.

Friday

8a.m.-5p.m.

(Summer)

Monday-Thursday

7:30a.m.-7p.m.

Friday

8a.m.-12p.m.

### Havelock Campus

(Fall and Spring)

Monday-Thursday

8a.m.-7p.m.

Friday

8a.m.-2p.m.

(Summer)

Monday-Thursday

8a.m.-7p.m.

Friday

8a.m.-12p.m.

Fall and Spring testing hours for the New Bern Campus distance education and makeup tests are:

Monday-Thursday 8:30a.m.-6p.m.

Friday 8:30a.m.-4p.m.

Fall and Spring testing hours for the Havelock Campus distance education and makeup tests are:

Monday-Friday by appointment only. Please call (252)-

444-0707.

## Referral Forms

Each semester students must have

1. a completed referral from an instructor in-hand on his/her first visit to each of the ASC labs or
2. a completed referral sent by the instructor to the ASC before we can provide ASC services to a student.

The ASC will be in a position to provide services to a student only when the necessary referral accompanies the student when he/she visits the ASC or when we are in receipt of an instructor generated referral that you have e-mailed to us. Therefore, your students must request a referral from you in class, through e-mail or by phone.

Once the referral request is made, you should either give it to the student to carry to the ASC, or send the form to the ASC via e-mail at [ascoref@cravencc.edu](mailto:ascoref@cravencc.edu). The form is available at <http://www.cravencc.edu/educational/academicsskills.cfm>

## Contact Information

### New Bern Campus

Barker Hall A108

Phone: (252) 638-7274

FAX: (252) 638-7286

### Havelock Campus

Redd Building Classroom 130

Phone: (252) 444-0707

FAX: (252) 444-2861



## Academic Skills Center

## Instructor Brochure

## Services

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The Academic Skills Center (ASC) provides academic support to curriculum students who are enrolled in courses at all levels. Our mission is to help students reach their academic, personal, social and economic potential by supporting their intellectual growth, directing them to reach resources and motivating them to become lifelong learners.

The ASC staff provides free tutorial services through the Math Lab, Writing Lab, and Computer Lab. In addition, the ASC offers peer tutoring, online tutoring, and a variety of helpful workshops.

The ASC also works with students who have learning and physical disabilities. Students with disabilities who wish to request academic accommodations should contact the Director of the Academic Skills Center.

There are ASC locations at both the new Bern and Havelock campuses. Both new Bern and Havelock administer distance education and make-up tests.

### Math Lab



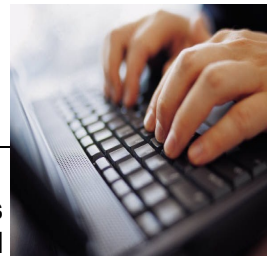
The Math Lab is an open lab available to students taking math courses at all levels. Math tutors may not always be available for one-on-one tutoring. However, students who have visited the math lab and wish to work with a tutor one-on-one should contact the Director or Manager of the ASC.

### Writing Lab

The Writing Lab is an open lab available to all curriculum students seeking help with writing and research skills. Tutors may not always be available for one-on-one tutoring. However, students who have visited the writing lab and wish to work with a tutor one-on-one should contact the Director or Manager of the ASC.

### Computer Lab

The Computer Lab offers students access to word processing, Internet research and e-mail. In addition, the lab provides tutorial services and student orientations.



### ASC Help Desk

Students should be referred to the ASC Help Desk in order to receive assistance with issues that they might have with:

- Blackboard
- Gmail
- WebAdvisor
- MyMathLab
- Plato WebLearning

Students can drop by the ASC in either NB or HV or call 252-638-7212 or 1-877-982-2233 (Toll Free).

### ASC Policies for Student Use

To help us keep the ASC a professional and productive learning environment, please be aware that we enforce the following policies:

- No Food
- No Drinks
- No Children (Under 16)
- No Cell Phones (If you must leave your cell phone on, please turn it to vibrate and step outside the lab to take your calls.)