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# Charlotte, Academic Success Center (CHA-ASC-01)

Contact: Janice Esdale

#### Categories and Activities

Accounting Center

* All accounting sections

Career Center

* Career Assessments
* Career Guidance – Major/Career Help
* Postings – Edison JobNet
* Resume or Cover Letter Assistance

Computing Center

* All course sections

Consultation

* Peer Architect

College Prep ENC REA

* ENC0015, ENC0025, ENC9021, REA 0007, REA0017, REA1605

College Prep Math

* MAT0018, MAT0028

DVD Use / Super Student

* DVD Use
* Super Student Program

Elem Edu Resources

* All course sections

Entrance Test Preparation

* Information
* Practice / Tutorials

Math Center

* All math sections

Speech Center

* All course sections

Technology Help

* Technology Help

Tutoring Center

* All unique Edison courses

Writing Center

* All course sections

#### Settings

Sign-In Screen

Welcome Message: Welcome to the Charlotte Academic Success Center!

Announcements: NA | Buttons: NA (implementing Seminar sign up)

Activity Screen

Show: Instructors box, Service Type list box | Disable “Only show registered activities in the Activities screen”

New Student

Disabled: Allow new students | Phone (show, required); Email, Address, State (show)

Sign-Out

Sign-out statistics: Display for 60 seconds. Show totals for the week. Show totals for the semester.

Student Sign-out Limit: Max sign-in period of 8 hours. Sign student out with X hours period. X = 1

# Collier, Academic Success Center (COL-ASC-02)

Contact: Tom Buckingham

#### Categories and Activities

Accounting Center

* All accounting sections

College Prep ENC REA

* ENC0015, ENC0025, ENC9021, REA 0007, REA0017, REA1605

College Prep Math

* MAT0018, MAT0028

Computing Center

* All computer sections

Math Center

* All math sections

Other Lab Use

* Computer Use
* DVD Use
* General Study

Technology Help

* Technology Help

Tutoring Center

* All unique Edison courses

Writing Center

* All humanities sections (except history)

#### Settings

Sign-In Screen

Welcome Message: Welcome to the Collier Academic Success Center!

Announcements: ~~Lab Hours: Monday to Friday 8:30 am - 9:00 pm; Saturday 9:00 am – 1:00 pm.~~

Buttons: NA

Activity Screen

Show: Instructors box, Service Type list box

Disable “Only show registered activities in the Activities screen”

New Student

Disabled: Allow new students

Email (show, required)

Phone, Address, State (show)

Sign-Out

Sign-out statistics: Display for 60 seconds. Show totals for the week. Show totals for the semester.

Student Sign-out Limit: Max sign-in period of 8 hours. Sign student out with X hours period. X = 1.00

No minimum sign-in period.

# Hendry/Glades, Academic Success Center (HGA-ASC-03)

Contact: Brook Roughgarden

#### Categories and Activities

Career Center

* Career Assessments
* Career Guidance – Major/Career Help
* Postings – Edison JobNet
* Resume or Cover Letter Assistance

College Prep English

* ENC0015, ENC0025, ENC9021, REA 0007, REA0017, REA1605

College Prep Math

* MAT0018, MAT0028

Entrance Test Preparation

* Information
* Practice / Tutorials

Math Center

* All course sections

Other Lab Use

* Computer Use
* DVD Use
* General Study

Technology Help

* Technology Help

Tutoring Center

* All unique Edison courses

Writing Center

* All course sections

#### Settings

Sign-In Screen

Welcome Message: Welcome to the Hendry Academic Success Center!

Announcements: NA

Buttons: Seminar Sign Up

Activity Screen

Show: Instructors box, Service Type list box

Disable “Only show registered activities in the Activities screen”

New Student

Disabled: Allow new students

Email (show, required)

Phone, Address, State (show)

Sign-Out

Sign-out statistics: Display for 60 seconds. Show totals for the week. Show totals for the semester.

Student Sign-out Limit: NA

Use a minimum sign-in period of 1 minute.

# Lee Campus, Various Centers

## Lee, First Year Experience (LEE-ASC-04)

Contact: Whitney Rhyne

#### Categories and Activities

Consultation (one-on-one)

* Fran Thomas
* Helen Algernon
* Peer Architects
* Whitney Rhyne

Technology Help

* Technology Help

Other Lab Use

* Computer Use
* General Study

\* Uses Seminar Signup for Workshops \*

#### Settings

Sign-In Screen

Welcome Message: Welcome to the First Year Experience Office!

Announcements: NA

Buttons: Seminar Sign Up

Activity Screen

Show: Instructors box, Service Type list box

Disable “Only show registered activities in the Activities screen”

New Student

Allow new students

Phone (show, required)

Email (show)

Sign-Out

Sign-out statistics: Display for 30 seconds. Show totals for the week. Show totals for the semester.

Student Sign-out Limit: Max sign-in period of 4 hours. Sign student out with X hours period. X = 1.00

## The Career Center (LEE-CAR-05)

Contact: Kevin Kennedy

#### Categories and Activities

Career Center

* Career Assessments
* Career Guidance – Major/Career Help
* Job Postings – Edison JobNet
* Resume, Cover Letter or Interview Help

#### Settings

Sign-In Screen

Welcome Message: Welcome to the Lee Campus Career Center!

Announcements: NA

Buttons: NA

Activity Screen

Show: Instructors box, Service Type list box

Disabled: “Only show registered activities in the Activities screen”

New Student

Disabled: Allow new students

Phone (show)

Email (show, required)

Address, State (show)

Sign-Out

Sign-out statistics: Display for 60 seconds. Show totals for the week. Show totals for the semester.

Student Sign-out Limit: Max sign-in period of 4 hours. Sign student out with X hours period. X = 1.00

Use a minimum sign-in period of 1 minute.

## College Prep English, Reading, EAP Center (LEE-CPE-06)

Contact: Monica Moore

#### Categories and Activities

College Prep English (06 – Prep English)

* ENC0015, ENC0025, ENC9021, REA 0007, REA0017, REA1605, and EAP0200-EAP1640
(Dept: DREA, DWRI, EAP)

Entrance Test Prep

* Information (NO COUNT FOR LAB HOURS)
* Practice/Tutorial (NO COUNT FOR LAB HOURS)

Other Lab Use

* Computer Use (NO COUNT TOWARDS LAB HRS)
* General Study (NO COUNT TOWARDS LAB HRS)

#### Settings

Sign-In Screen

Welcome Message: Welcome to the College Prep English/Reading Lab!

Announcements: If you would like to sign into a math course please visit our math lab (H-218).

Buttons: NA

Activity Screen

Show: Instructors box, Service Type list box

Enabled: “Only show registered activities in the Activities screen”

New Student

Disabled: Allow new students

Phone (show)

Email (show, required)

Address, State (show)

Sign-Out

Sign-out statistics: Display for 60 seconds. Show totals for the week. Show totals for the semester.

Student Sign-out Limit: Max sign-in period of 14 hours. Sign student out with X hours period. X = 0.00

Use a minimum sign-in period of 1 minute.

## College Prep Math Center (LEE-CPM-07)

Contact: Eva Ali

#### Categories and Activities

College Prep Math (07 – Prep Math)

* All math sections
(Dept: DMAT, CALC, MASK, MGFS)

Staff Sign-in

* College Prep Math
(All registered student assistants)

#### Settings

Sign-In Screen

Welcome Message: Welcome to the College Prep Math Lab!

Announcements: If you would like to sign into an English/reading course please go to our English/reading lab (H-200).

Buttons: NA

Activity Screen

Show: Instructors box, Service Type list box

Enabled: “Only show registered activities in the Activities screen”

New Student

Disabled: Allow new students

Phone (show)

Email (show, required)

Address, State (show)

Sign-Out

Sign-out statistics: Display for 60 seconds. Show totals for the week. Show totals for the semester.

Student Sign-out Limit: NA

Use a minimum sign-in period of 1 minute.

## The Math Center (LEE-MAC-08)

Contact: Bellarmin Selvaraj

#### Categories and Activities

Math Center (08 – Math Center)

* All math sections
(Dept: CALC, MASK, MGFS, PHYS; no PHY1007)

Staff Sign-in

* Math Center
(All registered student assistants)

#### Settings

Sign-In Screen

Welcome Message: Welcome to the Math Center!

Announcements: NA

Buttons: NA

Activity Screen

Show: Instructors box, Service Type list box

Enabled: “Only show registered activities in the Activities screen”

New Student

Disabled: Allow new students

Phone (show)

Email (show, required)

Address, State (show)

Sign-Out

Sign-out statistics: Display for 60 seconds. Show totals for the week. Show totals for the semester.

Student Sign-out Limit: Max sign-in period of 8 hours. Sign student out with X hours period. X=4

Use a minimum sign-in period of 1 minute.

## The Oral Communication Center (LEE-OCC-09)

Contact: Kelly Westfield

#### Categories and Activities

Oral Communication Center (09 – Oral Comm)

* All speech course sections (SPC1017 and SPC2023)
(Dept: SPC)

#### Settings

Sign-In Screen

Welcome Message: Welcome to the Oral Communication Center!

Announcements: NA

Buttons: NA

Activity Screen

Show: Instructors box, Service Type list box

Enabled: “Only show registered activities in the Activities screen”

New Student

Disabled: Allow new students

Phone (show)

Email (show, required)

Address, State (show)

Sign-Out

Sign-out statistics: Display for 60 seconds. Show totals for the week. Show totals for the semester.

Student Sign-out Limit: Max sign-in period of 4 hours. Sign student out with X hours period. X=1

Use a minimum sign-in period of 1 minute.

## The Tutoring Center (LEE-TUT-10)

Contact: David Downing

#### Categories and Activities

Tutoring Center (10 – Tutoring)

* All unique Edison courses

#### Settings

Appointments

Only allow appointments 1 week in advance

Do not allow setting appointment on the previous day after 4:00pm.

Do not allow cancelling appointment on the previous day after 4:00pm.

Default appointment type is Exclusive (one on one)

Minimum appointment duration: 60

Maximum appointment duration: 60

Appointment start time increment: 30

Max weekly work hours per tutor: 20

Accept a visit as an appointment if sign-in time is within 25 minutes before or 25 minutes after the appointment’s start time, and a minimum sign-in period is 15 minutes.

Enabled: Bypass “activities” and “tutor selection” screens for appointment sign-ins.

Disabled: Allow changing default appointment type; In a group appointment, tutor can assist with different activities; Auto select days in appt. wizard.

Sign-In Screen

Welcome Message: Welcome to the Lee Campus Tutoring Center!

Announcements: NA

Buttons: Appointments

Activity Screen

Show: Instructors box, Service Type list box

Enabled: “Only show registered activities in the Activities screen”

New Student

Disabled: Allow new students

Phone (show)

Email (show, required)

Address, State (show)

Sign-Out

Sign-out statistics: Display for 30 seconds. Show totals for the week. Show totals for the semester.

Student Sign-out Limit: NA

No minimum sign-in period.

## The Writing Center (LEE-WRC-11)

Contact: Cynthia Lozano

#### Categories and Activities

Writing Center (11 – Writing)

* All course sections

Staff Sign-in

* Writing Center
(All registered student assistants)

#### Settings

Sign-In Screen

Welcome Message: Welcome to the Lee Campus Writing Center!

Announcements: NA

Buttons: NA

Activity Screen

Show: Instructors box, Service Type list box

Enabled: “Only show registered activities in the Activities screen”

New Student

Disabled: Allow new students

Phone (show)

Email (show, required)

Address, State (show)

Sign-Out

Sign-out statistics: Display for 60 seconds. Show totals for the week. Show totals for the semester.

Student Sign-out Limit: Max sign-in period of 4 hours. Sign student out with X hours period. X=1

Use a minimum sign-in period of 1 minute.