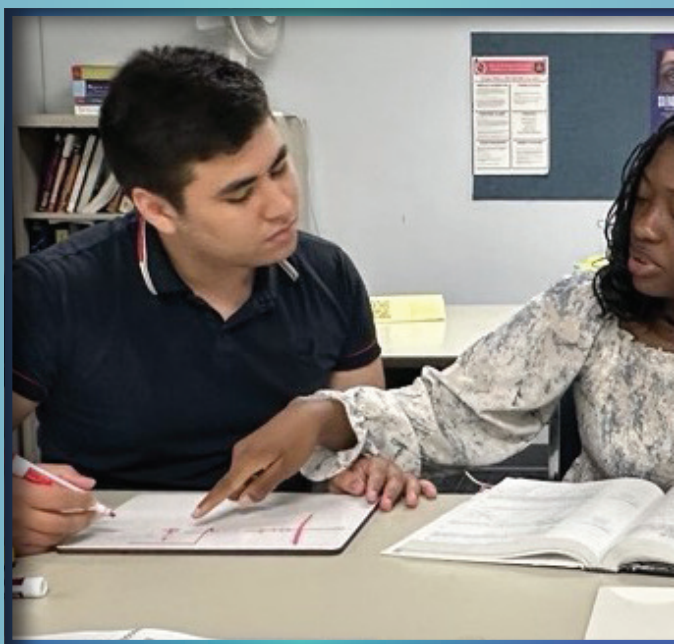# Academic Assistance Center

Student Responsibilities:

- *Complete homework and identify problem areas before each session.*

- *There is a limit of one tutor appointment per subject, per day. If more tutoring is needed, tutee may wait for the next available tutor.*

- *Appointments are reserved for SSC students and are dependent upon tutor availability.*

- *Appointments can be scheduled in-person in Rm. 2264, over the phone at (708) 596-2000 ext. 2397, by emailing AAC@ssc.edu, or by going to traccloud.ssc.edu.*

- *Tutoring sessions are one hour per student per subject.*

- *Tutors are not responsible for students' homework. Students must bring their course materials and be prepared to participate.*

- *Students who arrive more than five minutes late for their appointment lose their tutoring time and can get help on a walk-in basis only.*

- *If the scheduled tutor is unavailable for any reason, the AAC front desk attendant has the authority to assign a different tutor.*

Tutoring Services

- *Peer tutors, professional tutors, and faculty tutors are available. Go to traccloud.ssc. edu to see what appointments are available. Appointments are not required but they are encouraged.*

- *Students have access to individual tutoring, online tutoring, group tutoring sessions, study groups, essay proofreading, equipment for specialized populations, and more.*

- *Seminars on topics like time management, managing test anxiety, study skills, and more are offered each semester.*

- *Appointments are made available on a weekly basis.*

- *Tutor availability can change from week to week.*

- *Tutoring for the placement exam is available throughout the year.*

Computer Lab

Computer Knowledge Is Not Necessary

- *The AAC houses 21 PCs and 2 iMacs in our computer lab for student use.*
- *Microsoft Office 365 is available on every computer as well as Windows 11 (Professional Version)*
- *Zoom Text (an Optelec 20/20 enlarger) is available.*
- *JAWS is a voice-activated program for the blind and visually impaired.*
- *Adjustable workstations are available to accommodate wheelchair accessibility.*
- *Adobe Creative Cloud graphic design programs are available.*

Scope

- *Free tutoring is available for all SSC students, alumni, and community members.*
- *Appointments are reserved for currently registered SSC students.*
- *Both in-person and virtual tutoring is available.*
- *Additional study tools are available for a variety of subjects.*

Certified Tutoring and Mentoring Center

- *We are certified by the College Reading and Learning Association (CRLA).*
- *We are located in Rm. 2264 on the main campus and in Rm. 5183 at the Oak Forest Center*
- *Front Desk - (708) 596 – 2000 ext. 2397*
- *Email - AAC@ssc.edu*

AAC Staff

Manager
Ext. 2649

Student Specialists
Ext. 2600, Ext. 2327

Whether you are trying to pass your class or achieve honors, the AAC is the place to help improve your academic performance.

Hours

Main Campus-Spring/Fall
Monday-Thursday: 8:00 a.m.-8:00 p.m.
Friday: 8:00 a.m.-2:00 p.m.

Main Campus-Summer
Monday-Thursday:
8:00 a.m.–7:00 p.m.

Oak Forest Center-Spring/Fall/Summer
Wednesdays and Thursdays:
3:30 p.m.– 7:00 p.m.

Hours at the Oak Forest Center are subject to change. Please email AAC@ssc.edu or call (708) 596-2000 ext. 2397 with any questions.