

Learning Resource Center

Learning Resource Center (LRC) is a resource for student learning and intellectual exploration. It is a place where students can find space for quiet study, as well as group work and collaboration, and room to plan, sort, organize and work on projects and reports.

The LRC houses the Library, Instructional Media Center, Learning Skills and Tutoring and Distance Education, as well as services for faculty and staff such as Instructional Development and Media Production and Services. The LRC provides extensive collections of books, periodicals, videos, DVDs, films, microforms, software, and electronic databases to support the educational needs of SCC students and classroom instruction. The library catalog and some electronic resources are also available from off-campus via the Web. Library instruction in the research process is offered via individualized assistance. The Library also offers a Library and Information Technology certificate program that prepares students to work in libraries as paraprofessionals.

In addition, the LRC provides access to electronic classrooms, open access computer labs, American Disability Act-compliant computer stations, and laptop computer ports throughout the building.

The Learning Skills and Tutoring program focuses on individual learning needs of students and supports them in becoming effective and successful learners. Students can also take advantage of alternative instructional delivery systems including computer-assisted instruction and distance education.

Librarians, faculty coordinators, paraprofessionals and support staff assist students at every stage of the study and research processes, helping them build the academic skills they need to succeed at SCC as well as lifelong learning and information competency skills.

Distance Education

Courses offered via distance education are designed to fit busy schedules and advance academic goals with a challenging educational experience. Distance Education courses offer learning opportunities outside of the physical classroom by integrating internet technologies into the learning process, bridging the physical separation between the instructor and students.

Sacramento City College is committed to giving our DE students the same individual support, academic standards, and experienced faculty found in our classrooms, along with the freedom to choose the learning modality: Online or On-Campus/Online Hybrid. Learning outcomes of Distance Education courses are equivalent to those established for traditional on-campus courses.

All courses offered, regardless of learning modality or scheduling option, meet the requirements and standards established by the college and result in the award of full college credit. All of our DE courses are approved by the Sacramento City College Curriculum Committee to ensure a learning experience and level of academic rigor equivalent to our traditional on-campus courses.

Distance Education courses are offered in the following learning modalities:

On-Campus/Online Hybrid

Hybrid courses combine on-campus meetings with online course activities. On-Campus/Online Hybrid courses are great for students who are not sure they are ready for a fully online course or who prefer to mix online with on-campus meetings. Time spent in on-campus classroom sessions is reduced (amount varies by course) and online coursework is assigned, such as lectures, research, discussion, and other assessments. The online portion of the course is completed using a web-based learning management system that allows students to access course lectures and materials, post assignments, and interact with the instructor and other students. Access to coursework is limited to enrolled students with a valid student ID and student password.

Online Courses

Classes are offered via the Internet using the Learning Management Systems Canvas or D2L. Instructors use a variety of teaching approaches and assignments online just as they do in traditional on-campus classes. Online coursework is completed using a web-based learning management system that allows students to access course lectures and materials, post assignments, and interact with the instructor and other students. Some courses require exams and an orientation to be completed on campus; more information about on-campus requirements for a specific course can be found on the Schedule of Classes or by contacting the instructor. Access to coursework is limited to enrolled students with a valid student ID and password.

Instructor/Student Contact

In DE courses, ensuring regular effective instructor/student contact guarantees that the student receives the benefit of the instructor's presence in the learning environment both as a provider of instructional information and as a facilitator of student learning. Faculty teaching Distance Education courses at Sacramento City College maintain regular effective contact with students using a combination of these methods:

- Individual email from instructor
- Email listserv or group distribution lists
- Threaded discussion boards
- Blog or FAQ postings
- Instant messaging
- Online chat room
- Telephone call to/from instructor
- Videoconferencing
- Onsite orientation sessions
- Onsite group meetings
- Onsite tests or assessments
- Onsite review sessions
- Other (as approved by the SCC Curriculum Committee)

Student Readiness for DE Courses

Distance Education courses can be challenging. There are many factors prospective students should consider before enrolling in a DE course, such as familiarity and level of comfort using technology, access to technology resources, ability to work independently, and level of self-motivation. Students who are considering enrollment in a Web-based course are advised to take the self-assessment provided on our website at <http://www.scc.losrios.edu/online/>. Students with questions are encouraged to contact their academic counselor for assistance in determining readiness for DE courses.

For complete information on the Distance Education Program including the technology requirements, visit the DE website at <http://www.scc.losrios.edu/online/> or contact the Distance Education Office at (916) 558-2146.

Illegal Distribution of Copyrighted Materials

Sacramento City College students are prohibited from using the Los Rios Community College District (LRCCD) information network to illegally download or share music, video and all other copyrighted intellectual property. The colleges of the LRCCD, including this one, support the Higher Education Opportunity Act and Digital Millennium Copyright Act, which aims to eliminate the illegal distribution of copyrighted material. Under the law, college administrators may be obligated to provide copyright holders with information about users of the LRCCD information network who have violated the law.

Be aware that illegal forms of downloading and file sharing as well as the unauthorized distribution of copyrighted materials are violations of the law and may subject you to academic sanctions from the college as well as criminal and civil penalties, including lawsuits from music or video publishers or their agents. In addition to being illegal, file sharing drains the LRCCD network's bandwidth slows computer connections for students and employees who are using the network for legitimate academic purposes and ultimately costs the college money. LRCCD and its colleges have developed policies and consequences to ensure that students properly use the information LRCCD network and respect

music and other forms of intellectual property as well as conduct reflecting responsible use of the Internet. Review these policies at www.losrios.edu/legal/Policies/P-8000/P-8000.htm and especially www.losrios.edu/legal/Policies/P-8000/P-8861.pdf. There are plenty of easy, affordable ways to get music online legally. To protect their intellectual property, companies have licensed hundreds of digital partners that offer a range of legal downloading options, including download and subscription services, legitimate peer-to-peer services, video-on-demand, podcasts, and CD kiosks. For a list of sources that offer legal downloading sites, access www.riaa.com.

Learning Skills and Tutoring Program

The Learning Skills and Tutoring Program provides learning opportunities and skills assistance to students who would like to be effective, successful learners. In the Learning Skills and Tutoring Center, located on the first floor of the Learning Resource Center, students will find peer tutoring; online resources; Beacon PAL collaborative learning groups; multimedia instructional materials; and various learning assistance and study skills guides. These resources and services are available days and evenings. The program also recruits, hires, and trains tutors who work in the center and throughout the campus at various specialized tutoring labs (Athletic Study Skills, Business and Computer Information Science Division Computer Lab, Communication Training, Math Lab, Writing, Advanced Technology and Design, and various occupational labs).

In addition, the Learning Skills and Tutoring Center coordinators offer several courses. Individualized instruction designed to help students acquire, improve or refresh basic reading, writing, or arithmetic skills is offered as LTAT 92, Prerequisite Skills Assistance. The course content is tailored to the individual student's needs and abilities. All enrolled students consult with the Learning Skills and Tutoring coordinators to determine the curriculum to be mastered. Instruction is offered via computer-assisted modules.

All students can benefit from LTAT 300, Academic Skills. The course is available online. Students have an opportunity to assess their learning needs in order to develop and improve study techniques for textbook reading, note taking and test taking. In addition, students will learn about time management, concentration, memory improvement, and listening strategies. This is an excellent course for anyone interested in establishing a strong academic skills foundation or in brushing up on his or her study skills.

The availability of peer tutoring is an important piece in SCC's effort to support student success. SCC knows that good training shapes good tutors. The center coordinators teach two tutor training courses, LTAT 310, Introduction to Individual Peer Tutoring, and LTAT 311, Introduction to Group Peer Tutoring; both are one-unit courses.

Students are invited to explore the center and its resources and to discuss their individual learning needs or concerns with the Learning Skills and Tutoring Center coordinators. More information can also be found on the program website at <http://www.scc.losrios.edu/tutoring>.

Learning Resources Computer Labs

The Learning Resources Division provides students access to two computer labs for academic purposes. The labs, located in the Learning Resource Center (LRC 144) and the Business Building (BUS 152), are equipped with PCs loaded with basic applications software (word processing, spreadsheet, desktop publishing, etc.) and Internet access. In some cases, certain course-specific software is also available. Instructional assistance is available in both labs. In addition to the two academic labs, many divisions and the outreach centers have subject specific labs where computers with instructional software and instructional assistance are available. A listing of computer lab hours and locations is located online at <http://www.scc.losrios.edu/campuservices/computerlabs/>.

Library Services

The SCC Library, located in the Learning Resource Center on the second and third floors. The second floor contains research help services and the reference book collection, circulation services and the reserve book collection, Student Access Card distribution, research computers, a popular reading section, the print periodical collection, circulating DVDs, DVD/VHS viewing stations, and group study rooms. The third floor houses the Library's circulating book collection of over 70,000 volumes, the Special Collections (Archives) room, and an expansive quiet study environment that is flooded with natural light.

Librarians are available to guide students through the research process at their own pace and according to their own needs whenever the library is open. Students are also encouraged to sign up for non-credit orientations to library services and resources. These orientations are designed to make coursework more productive and rewarding. Librarians also offer assistance via email and online chat. Please visit in person or via the Web, or call the Research Help Desk to inquire at (916) 558-2461. The Library also offers a variety of credit courses that cover library research skills and the use of the Internet for research. Selected credit courses are taught online. Library courses are listed in the SCC Catalog and the Schedule of Classes in the Library and Library and Information Technology sections.

Library resources may be found in OneSearch, which provides access to the combined print and multimedia holdings of the Los Rios Community College District libraries, together with a wide variety of full-text articles, ebooks, and streaming media. Research databases may also be searched individually to discover magazines, journals, and newspapers, literary criticism, biography, business information, statistics, international affairs, and current events. These electronic resources are available to the SCC community on the Web from any off-campus location simply by visiting the Library's website at www.scc.losrios.edu/library.

Librarians also help students identify reliable websites and information in order to expand their research to the Internet. Through the Library's interlibrary loan service, staff and students can borrow books and articles from libraries throughout the district and region and have them delivered to SCC.

The Library is equipped with fee-based photocopiers and laser printers, scanners, and 36 computer stations including two stations loaded with adaptive software and reserved at all times for students with disabilities.

Writing Center

The mission of the Writing Center is to help students become more effective, confident, and independent writers by providing assistance with writing for all SCC courses. The center offers individual writing tutoring sessions and workshops to help students with all stages of the writing process. Tutors can help students with understanding a writing assignment, getting started, developing a thesis, organizing, revising, understanding grammar, and learning strategies for editing. Peer writing tutors who work at the Writing Center take a one-unit course, LTAT 312, in which they learn methods and strategies for tutoring writing.