

## Tutoring Information

Free tutoring is available to currently enrolled Tri-C students. Please contact the Learning Center of your choice for additional information.

East	216-987-2256
Metro	216-987-4311
West	216-987-5257

## General Tutoring Hours

### East

Monday—Thursday	9 am - 8 pm
Friday	9 am - 4 pm
Saturday	10 am - 2 pm

### Metro

Monday—Thursday	9 am - 8 pm
Friday	9 am - 4 pm
Saturday	10 am - 2 pm

### West

Monday—Thursday	9 am - 9 pm
Friday	9 am - 4 pm
Saturday	10 am - 2 pm

## Testing Information for Students

- All tests are administered on a walk-in basis. **No appointment is necessary, but plan adequate time to complete an exam.**
- Students must present photo identification for all testing services. Tri-C photo ID is preferred.
- Students must provide faculty name, course name and number, and test number.
- All course exams are administered precisely according to faculty instructions.
- Students must turn off all electronic devices while in the Learning Center. No food or drink is permitted.
- Children are not permitted in the testing center. Please make arrangements for child care.

## Assessment Information

English and math assessments are mandatory at Tri-C and determine the courses for which a student may register.

- Students complete the admission process to the College before taking the assessment tests.
- Students who wish to review prior to taking an assessment test can view sample questions at the following website:  
<http://www.act.org/compass/sample/index.html>
- Assessment tests are administered on computer and are not timed. Students may use the online calculator for the math assessment.
- Students should take assessment results to counseling appointments and/or orientation sessions.
- Students may use qualifying ACT scores instead of taking the COMPASS math and English placement tests. Please contact your Testing and Assessment Center for information.

### Eastern Campus and Metro Campus Assessment Hours

Monday—Thursday.....	9 am - 7:30 pm
<b>Begin placement tests no later than 5:00 pm.</b>	
Friday.....	9 am - 4:30 pm.
<b>Begin placement tests no later than 2:00 pm.</b>	

### Western Campus Assessment Hours

Monday—Thursday.....	9 am - 8:30 pm
<b>Begin placement tests no later than 6:00 pm.</b>	
Friday.....	9 am - 4:30 pm
<b>Begin placement tests no later than 2:00 pm.</b>	

## Testing Hours

### East

Monday—Thursday.....	9 am - 7:30 pm
<b>All tests collected promptly at 7:30 pm.</b>	
Friday.....	9 am - 4:30 pm
<b>All tests collected promptly at 4:30 pm.</b>	

### Metro

Monday—Thursday.....	9 am - 7:30 pm
<b>All tests collected promptly at 7:30 pm.</b>	
Friday.....	9 am - 4:30 pm
<b>All tests collected promptly at 4:30 pm.</b>	

### West

Monday—Thursday.....	9 am - 8:30 pm
<b>All tests collected promptly at 8:30 pm.</b>	
Friday.....	9 am - 4:30 pm
<b>All tests collected promptly at 4:30 pm.</b>	

### Saturday eLearning Course

#### Testing Dates

September 19; October 3, 17 & 31	
November 14; December 5 & 12	
All campuses.....	9 am - 1:30 pm
<b>All tests collected promptly at 1:30 pm.</b>	

**On-campus course exams are not proctored on Saturdays.**

**Only exams for eLearning courses and Access students are proctored during Final Exam week.**

**The Learning Center will proctor on-campus course exams during Final Exam week only with academic Associate Dean's approval.**

*All testing is on a walk-in basis; no appointment is necessary.*

## Testing Information for Faculty

- Assessment, Make-up, and eLearning course tests are administered on a walk-in basis during testing hours. No appointment is necessary.
- The Learning Center administers exams to individual students. The center is not able to accommodate entire classes.
- All course exams are administered precisely according to faculty instructions. Please complete the applicable exam proctoring form which is available in each campus Learning Center.
- When testing, students must present photo identification (Tri-C photo ID preferred) and must provide faculty name, course number, and test name and/or number.
- To provide secure and efficient test administration, please label exams with your first and last name, course number, and test name and/or number. Color-coded tests are suggested.
- The Learning Center accepts exams from faculty in person or sent through College mail. Tracked mail service is suggested. No email or faxes, please. The Learning Center does not mail or fax completed exams to faculty.
- Instructors provide all testing materials, including answer sheets.
- The Learning Center does not distribute or collect assignments or other materials.
- Students must turn off all electronic devices while in the Learning Center. No food or drink is permitted.
- Children are not permitted in the testing center.

## Important Dates

### Saturday, August 22

*First day of Full Term and eight-week Session A classes*

### Monday, August 24 - Friday, August 28

*Limited tutoring — Contact your Learning Center for information.*

### Monday, August 31

*Tutoring begins at all Learning Centers*

### Saturday, September 5

*Saturday tutoring begins*

### Monday, September 7

*Labor Day — College Closed*

### Tuesday, September 8

*Fourteen week Session O classes begin*

### Saturday, October 17

*Eight week Session B classes begin*

### Wednesday, November 11

*Veterans' Day — College Closed*

### Thursday, November 26 —

### Sunday, November 29

*Thanksgiving Recess — College Closed*

### Tuesday, December 8 -

### Wednesday, December 9

*Reading Days — No classes scheduled  
Regular tutoring schedule*

### Thursday, December 10 -

### Wednesday, December 16

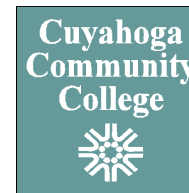
*Final Exam Week — Full Term*

### Saturday, December 12

*Last day of Saturday tutoring*

### Wednesday, December 16

*Last day of Fall Semester  
Last day of tutoring*



# Fall 2009 Tutoring and Testing Information Learning Center Services

#### EASTERN CAMPUS

Assessment, Testing, & Tutoring  
ESS 1108

#### METROPOLITAN CAMPUS

Assessment & Testing MSS 103  
Tutoring MSS 4th fl. Library

#### WESTERN CAMPUS

Assessment, Testing, & Tutoring  
WTLC 115

