

STUDENT SUPPORT SERVICES SCHEDULE

SERVICE	DESCRIPTION	DAYS	TIMES	LOCATION	CONTACT INFORMATION
Adult Basic Education (ABE) and College Skills Brush-up	Join the NO FEE ABE program to prepare for the GED exam or Accuplacer college placement test. Free classes to brush up on reading, writing, and math skills. Minimum of 12 hours of review suggested. Begin by attending Adult Basic Education Orientation on M or W. Schedule subject to change. Appointment not necessary.	M	Begins promptly at 9 AM. Duration 2-4 hours, depends on assessment needs.	Academic Resource Center Room 181	Terri Cleveland 763.576.4722, Voice Mail Box 1
		W	Begins promptly at 5 PM. Duration 2-4 hours, depends on assessment needs.	Academic Resource Center Room 181	
Assessment Testing Center OFFICE HOURS M, T, W, Th 8 AM - 4:30 PM	ACCUPLACER Computerized Placement Test (CPT) for new students.	T Th 2nd T each month	1 PM - Call for appointment 9 AM - Call for appointment 5 PM - Call for appointment	Academic Resource Center Room 185	Call Admissions for appointment 763.576.4850
	Pretests for Nursing Assistant/Home Health Aide, Phlebotomy, and Sterile Processing.	M W	1 or 2 PM - no appt needed 9 or 10 AM - no appt needed	Academic Resource Center Room 185	Appointment not necessary 763.576.4761
	Proctored tests for students attending schools other than ATC.	Varied - Call for appointment	Varied - Call for appointment	Academic Resource Center Room 185	Call for appointment 763.576.4761
Career Center The Career Center is staffed by a representative from the Minnesota WorkForce Center (WFC)-Anoka County . Both workshops are facilitated by WFC staff, but are held on the Anoka Technical College campus.	Employment services providing full time and part time job postings and referrals, job seeking skills assistance and resume/cover letter critiquing for students and graduates.	M, T, W, Th, F	Schedule varies. Check office window for posted weekly schedule, or call or email for appt.	Academic Resource Center Room 180H	Fredi Ketchum 763.576.4783 fketchum@anokatech.edu
	Creative Job Search Workshop - Topics include skill identification, resume writing, job interview, networking, and job seeking tools.	2 day workshop, held monthly	5 to 8 PM	Anoka Technical College Academic Resource Center	Call to register - 763.756.4700 or 763.576.4766
	Career Exploration Workshop - For individuals seeking career direction.	2 day workshop, held monthly	5 to 8 PM	Anoka Technical College Academic Resource Center	Call to register - 763.756.4700 or 763.576.4766
Counselor	Academic, career, and personal concerns counseling offered. Academic planning assistance for Post Secondary Enrollment Options (PSEO) students. Walk-ins welcomed, appointments have priority.	M T W Th	8 AM to 4:30 PM	Academic Resource Center Room 176A	Schedule an appointment; call 763.576.4766 or 763.576.4700. Elena Favela 763.576.4795 efavela@anokatech.edu

SERVICE	DESCRIPTION	DAYS	TIMES	LOCATION	CONTACT INFORMATION
English for Academic Purposes	Intermediate to advanced English learners who want to study English specific to a career area. Begin by attending Adult Basic Education Orientation on M or W. Schedule subject to change. <u>Appointment not necessary.</u>	M ABE Orientation No appt needed W ABE Orientation No appt needed	Begins promptly at 9 AM. Duration 2-4 hours, depends on assessment needs. Begins promptly at 5 PM. Duration 2-4 hours, depends on assessment needs.	Academic Resource Center Room 181 Academic Resource Center Room 181	Terri Cleveland 763.576.4722, Voice Mail Box 1
Skill Building for Manufacturing Fundamentals 12-week, 60 hour course	Free training designed for English Language Learners. Build skills in reading, writing, and math for manufacturing settings. Hands-on experience with tools, gauges, and machines.	M, W 12-week, 60 hour course <u>Call to register</u>	6 - 8:30 PM	Anoka Technical College	Call to register Terri Cleveland 763.576.4722, Voice Mail Box 1
GED Registration and Orientation	For individuals ready to take their GED test. (\$80 fee - pay in cash or by check)	W	4:30 to 5:40 PM	Academic Resource Center Room 179	Tom Helmrich 763.433.4054 GED INFO LINE
GED Testing	For individuals who are registered to take their GED test.	M and W 2nd Sat. of month	4:30 - 6:15 PM and 6:15 to 8:30 PM 9:15 AM - 1:15 PM	Room 136 Room 136	Angel Bourque, Kristen Hammer 763.433.4054 GED INFO LINE
Health Tutor	For students who are either enrolled in, or interested in, a health program.	M, T, W, Th F	7:30 AM - 2:30 PM 7:30 AM - 1 PM	Academic Resource Center Room 181B	Heidi Beckman 763.576.4779
Math Tutor	For students seeking assistance with math.	M, T, Th	9 AM - 1 PM	Math Lab Room 173	Norm Selvius
Math Lab	For students seeking assistance with math.	M, W T, Th F	7 AM to 3:30 PM 8:30 AM to 5 PM 7 AM to 2:30 PM	Math Lab Room 173	Bonnie Gruber 763.576.4909 (Voice Mail)
Office on Disabilities	Accommodations and service delivery provided for students with a documented disability.	M, T, W, Th, F	8 AM - 4:30 PM	Academic Resource Center Room 176	Tim Skaja 763.576.4747 tskaja@anokatech.edu
Peer Tutoring Program	Improve your academic performance in technical coursework by working with a Peer Tutor. Peer Tutors are fellow students enrolled in the same program as you. They have exceptional knowledge and skills and are faculty-recommended. Free service.	M, T, W, Th, F M, T, W, Th	10 AM - 2 PM 4 - 6 PM	Computer Learning Lab Contact Julie to schedule times/locations for programs other than those listed.	Julie Packer (763) 576-4794 jpacker@anokatech.edu

SERVICE	DESCRIPTION	DAYS	TIMES	LOCATION	CONTACT INFORMATION
Reading Specialist	People who need individual assistance with reading skills. Begin by attending Adult Basic Education Orientation on M or W. Schedule subject to change. <u>Appointment not necessary.</u>	M ABE Orientation No appt needed W ABE Orientation No appt needed	Begins promptly at 9 AM. Duration 2-4 hours, depends on assessment needs. Begins promptly at 5 PM. Duration 2-4 hours, depends on assessment needs.	Academic Resource Center Room 181 Academic Resource Center Room 181	Terri Cleveland 763.576.4722, Voice Mail Box 1
Writing Lab Peer Tutor Schedule posted on Web.	For students seeking assistance with writing skills. Walk-in and by appointment.	M, W T, Th F	7 AM to 3:30 PM 8:30 AM to 5 PM 7 AM to 2:30 PM	Writing Lab Room 173	Bonnie Gruber 763.576.4909 (Voice Mail) Diana Ostrander dostrander@anokatech.edu

Questions? Contact Director of Student Support Services Tim Skaja by calling (763) 576-4747 or email tskaja@anokatech.edu



This information is available in alternative formats by calling (763) 576-4700. TTY users call Minnesota Relay at 7-1-1 or (800) 627-3529.
Member of the Minnesota State Colleges and Universities System. Anoka Technical College is an affirmative action, equal opportunity employer and educator.

Anoka Technical College • 1355 West Highway 10, Anoka MN 55303 • (763) 576-4700 • www.anokatech.edu