

## STUDENT SUPPORT SERVICES SPRING SEMESTER SCHEDULE - January 12 to May 15, 2009

| SERVICE  | DESCRIPTION  | DAYS  | TIMES  | LOCATION  | CONTACT INFORMATION   |
|--|--|---|--|---|---|
| <a href="#">Adult Basic Education</a> (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. <a href="#">Schedule</a> subject to change.<br><br><u>Appointment not necessary.</u>   | M<br>ABE Orientation<br><br>No appt needed  | Begins promptly at 9 AM and may continue until 1 PM, depending on assessment needs             | Academic Resource Center Room 181                       | Terri Cleveland<br>763.576.4722, Voice Mail Box 1   |
|  |  | W<br>ABE Orientation<br><br>No appt needed  | Begins promptly at 5 PM, and may continue until 9 PM, depending on assessment needs            | Academic Resource Center Room 181                       |   |
|  |  |   |  |   |   |
| <a href="#">Assessment Testing Center</a><br><br><b>OFFICE HOURS</b><br>JAN 12 to MAY 15 2009<br><br>M, T, W, Th<br>8 AM - 4:30 PM | ACCUPLACER Computerized Placement Test (CPT) for new students.<br><br><a href="#">Pretests</a> for Nursing Assistant/Home Health Aide, Phlebotomy, and Sterile Processing.<br><br>Proctored tests for students attending schools other than ATC.   | T<br>Th<br>2nd T each month                 | 1 PM - Call for appointment<br>9 AM - Call for appointment<br>5 PM - Call for appointment      | Academic Resource Center Room 185                       | Call <a href="#">Admissions</a> for appointment<br>763.576.4850<br><br>Appointment not necessary<br>763.576.4761<br><br>Call for appointment<br>763.576.4761                            |
|  |  | M<br>W                                      | 1 or 2 PM - no appt needed<br>9 or 10 AM - no appt needed                                      | Academic Resource Center Room 185                       |   |
|  |  | Varied - Call for appointment               | Varied - Call for appointment  | Academic Resource Center Room 185                       |   |
| <a href="#">Career Center</a>  | 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.<br><br><a href="#">Creative Job Search</a> Workshop - Topics include skill identification, resume writing, job interview, networking, and job seeking tools.<br><br><a href="#">Career Exploration Workshop</a> - For individuals seeking career direction. | M, T, W, Th, F                              | Schedule varies.<br>Check office window for posted weekly schedule, or call or email for appt. | Academic Resource Center Room 180H                      | Fred Ketchum<br>763.576.4783<br><br>fketchum@anokatech.edu<br><br>Call Minnesota WorkForce Center-Anoka County to register<br>763.783.4800<br><br>Call Anoka County WFC<br>763.783.4800 |
|  |  | 2 day workshop, W and F<br>Call to register | 9 AM - 4 PM  | <a href="#">Minnesota WorkForce Center-Anoka County</a> |   |
|  |  | Varied                                      | Varied - call for appt   | <a href="#">Minnesota WorkForce Center-Anoka County</a> |   |
| <a href="#">English for Academic Purposes</a>  | 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. <a href="#">Schedule</a> subject to change.<br><br><u>Appointment not necessary.</u>  | M<br>ABE Orientation<br><br>No appt needed  | Begins promptly at 9 AM and may continue until 1 PM, depending on assessment needs             | Academic Resource Center Room 181                       | Terri Cleveland<br>763.576.4722, Voice Mail Box 1   |
|  |  | W<br>ABE Orientation<br><br>No appt needed  | Begins promptly at 5 PM, and may continue until 9 PM, depending on assessment needs            | Academic Resource Center Room 181                       |   |
|  |  |   |  |   |   |

| SERVICE  | DESCRIPTION   | DAYS   | TIMES   | LOCATION   | CONTACT INFORMATION   |
|--|---|--|---|--|---|
| Skill Building for Manufacturing Fundamentals<br>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<br>12-week, 60 hour course<br><br><u>Call to register</u>                               | 6 - 8:30 PM   | Anoka Technical College  | Call to register<br>Terri Cleveland<br>763.576.4722, Voice Mail Box 1   |
| <a href="#">GED Orientation</a>  | For individuals ready to take their GED test.   | M and W  | 4:30 to 5:50 PM   | Academic Resource Center<br>Room 179   | Tom Helmrich<br>763.576.4722 Voice Mail Box 5<br>763.433.4054 GED INFO LINE   |
| <a href="#">GED Testing</a><br><i>*fee required</i>                      | For individuals who are registered to take their GED test.  | M and W<br><br>One Saturday per month**  | 4:30 - 8:30 PM<br><br>9:15 AM - 1:15 PM   | Room 206<br><br>Room 206   | Angel Bourque, Kristen Hammer<br>763.576.4722 Voice Mail Box 5<br>**Call for specific dates<br>763.433.4054 GED INFO LINE |
| <a href="#">Health Tutor</a>   | For students who are either enrolled in, or interested in, a health program.  | M, T, W, Th<br>F   | 7:30 AM - 2:30 PM<br>7:30 AM - 1 PM   | Academic Resource Center<br>Room 181B  | Heidi Beckman<br>763.576.4779   |
| <a href="#">Math Tutor</a>   | For students seeking assistance with math   | M, T, W, TH  | 11 AM - 1 PM  | Room 307   | Norm Selvius  |
| <a href="#">Office on Disabilities</a>                                   | Accommodations and service delivery provided for students with a documented disability.   | M, T, W, Th, F   | 8 AM - 4:30 PM  | Academic Resource Center<br>Room 180A  | Tim Skaja<br>763.576.4747<br>tskaja@anokatech.edu   |
| <a href="#">Reading Specialist</a>                                       | People who need individual assistance with reading skills. Begin by attending Adult Basic Education Orientation on M or W. <a href="#">Schedule subject to change.</a><br><br><u>Appointment not necessary.</u> | M<br>ABE Orientation<br><br>No appt needed<br><br>W<br>ABE Orientation<br><br>No appt needed | Begins promptly at 9 AM and may continue until 1 PM, depending on assessment needs<br><br>Begins promptly at 5 PM, and may continue until 9 PM, depending on assessment needs | Academic Resource Center<br>Room 181<br><br>Academic Resource Center<br>Room 181 | Terri Cleveland<br>763.576.4722, Voice Mail Box 1   |
| <a href="#">Technical Tutor</a>  | Students seeking assistance in math, English, computer usage, psychology, and automotive areas.   | M, W<br>T, Th<br>F   | 7 AM to 3:30 PM<br>9 AM to 6 PM<br>7 AM to 2:30 PM  | Academic Resource Center<br>Room 181A  | Bonnie Gruber<br>763.576.4909   |

Direct questions and concerns to Director of Student Support Services Tim Skaja 763.576.4747 tskaja@anokatech.edu

