



Learning Resource Center Policies

LRC General Policies

- The Learning Resource Center's Tutoring Area, Quiet Study Area, and Testing Center are for the use of Lincoln College-Normal students.
- Reserved materials are to be used on site unless the instructor has specified otherwise.
- Talking on cell phones is prohibited in the LRC. If a call is received while the student is in the LRC, the student should step out of the Center to take the call.
- Snacking is permitted only if it does not interfere with other students' ability to study. Any individual who brings food or drink into the LRC is responsible for cleaning up, and no food or drink is allowed beside the LRC computers.

Tutoring

- Tutors will help students improve their understanding of a subject, assist them in preparing for exams, and help them identify and develop effective study habits. Tutors will not guarantee students a good grade or do assignments for them.
- Tutoring is available on a walk-in basis: first come, first served. Students are not guaranteed one-on-one tutoring; tutors often work with several students at the same time, particularly when the students are taking the same class.
- Students should bring all necessary materials to the LRC—writing utensils, paper, needed handouts, syllabi, textbook, assignment, calculator, flash drive, etc.
- Tutoring should be considered a supplement to classwork, not a replacement. There is no substitute for regular class attendance; tutors will not "teach" students who choose not to attend class.
- Tutors are not required to work with students beyond their posted hours. Exceptions must be acceptable to the tutor and must have the prior approval of the LRC Director.
- Grades are the instructor's responsibility. Tutors can't explain grades students have received or predict what grade an assignment will receive.
- Although the writing tutors will certainly help check through students' papers, the writing tutors are not a proofreading service. Tutors are there to help students throughout the writing process: selecting a topic, brainstorming, organizing and outlining, creating a thesis statement, writing effective topic sentences, developing adequate support, providing appropriate acknowledgement of sources, and revising drafts. Their goal is to help students develop the skills necessary to become effective, independent writers.

LRC Computers

- The LRC computers are for academic use only.
- Students should not save personal files to the LRC computers. Students should provide a flashdrive, save the document to Google Drive or Dropbox, or email the documents to themselves.
- Since all LRC computers use the same printer, students should be considerate when printing. If an extremely long document is sent to the LRC printer, the print job may be cancelled if other students are waiting to print.
- Used paper should be recycled.
- Students should print only a single copy of their papers. Students may have up to 10 pages a day copied at the front desk.

- Email and recreational Internet use are very low priority, and individuals will be asked to quit these applications if another student needs an LRC computer for academic work.
- Students should leave the settings on the LRC computers as they are. Don't download programs to the LRC computers.

Quiet Study Area

- Talking should be held to a minimum in the Quiet Study Area to allow other students to work and to maintain appropriate testing conditions in the adjoining Testing Center.
- Talking on cell phones is prohibited in the Quiet Study Area.
- Snacking is only permitted insofar as it does not interfere with other students' ability to concentrate. Students are responsible for cleaning up any snacks. No food or drink is allowed at the Quiet Study Area computers.

Testing Center

- Exams are administered on a "by appointment" basis. Students may make an appointment in person or by calling the Testing Center (309.268.4899). The latest students may be seated for a test is the length of time allowed for the test, plus 15 minutes prior to closing. Walk-in appointments will be accepted as space is available.
- Books, notebooks, backpacks, etc. should be placed under the student's desk.
- Cell phone use is prohibited during exams. Cell phones must be turned completely off before a student begins testing.
- Students must present a photo ID to the Testing Center supervisor when requesting a test.
- Faculty instructions will be reviewed before the exam begins. Students will be responsible for following these instructions at all times. Only those helps authorized by the instructor will be allowed.
- If there are questions about the exam instructions or conditions, students should immediately seek assistance from the Testing Center supervisor.
- Any suspected evidence of cheating will be documented and reported to the appropriate faculty member.
- If a student must leave the Testing Center during his/her testing session, the session will be halted and the exam returned to the instructor.

The following information applies to students who are authorized to use a reader or scribe when testing.

- **Readers**

- Readers can be asked to repeat information.
- Readers will only read what is on the printed page and cannot be asked to clarify or reword statements.
- Readers need information from the student to be effective. Students should let the reader know what reading tone, rate, etc. works best for them.

- **Scribes**

- Scribes will write down verbatim what is dictated. The scribe is **not** responsible for organizing or paraphrasing students' thoughts into a final draft.
- Scribes are responsible for spelling and sentence ending punctuation. Students may direct the scribe for any specific spelling or punctuation within sentences.
- At any time, students have the opportunity to review what the scribe has written either by reading or having it read aloud. If there are corrections, the student will direct the scribe to make them.