## SUGGESTIONS FOR EFFECTIVELY USING THE SEEK ACADEMIC SUPPORT CENTERS

### VISIT
It is expected that you visit the Academic Support Center before you run into difficulties, even if it’s the first day of class! The sooner you tackle a problem, the easier it is to solve.

### GET STARTED
- Complete a registration form at the Academic Support Center Welcome Desk.
- Give the completed form to the Center assistant on duty.
- Schedule an appointment in person at the Welcome Desk or online at [https://jjctutortrac.jjay.cuny.edu/TracWeb40/Default.html](https://jjctutortrac.jjay.cuny.edu/TracWeb40/Default.html)
- Come for academic support as often as you need, to stay ahead of your coursework.
- Sign in and out each time you come for academic support.
- Questions? Need assistance in other areas? See the Support Center Coordinator.

### PREPARE
- Read your material before class.
- Attend class.
- Sit in the front of the classroom.
- Listen actively in class.
- Carefully take notes in class.
- Schedule time to read your material.
- Try the work on your own before each academic support session.
- Try to identify some of your problem areas; then the facilitator will know where you need help.
- Have some questions ready.

### BRING
- Textbooks
- Syllabus
- Class Notes
- Handouts
- Assignments
- Pencils, Calculator
- Other materials

### UNDERSTAND
- The Academic Support team supports your efforts. Bring your “thinking cap” on, ready to work.
- Facilitators will ask questions to help you think through problems; they will not do the work for you.
- Facilitators are not teachers. They can support classroom instruction, but they cannot teach new material when you have missed class.
- Facilitators will explain things in other ways if you tell them you do not understand.
- Facilitators may not help with take home exams except with the written permission of the instructor.
- Academic Support is held in designated areas.

### EXPECT
- Academic Support may be done in a group. Everyone is responsible for asking and answering questions. Students often help one another by sharing methods and ideas.
- Some times will be busier than others. Plan your visits accordingly.
- **Facilitators are not able to effectively help when you wait until the last minute before class to come to the Academic Support Center for help.**