

# Learning Assistance

Students who are in need of academic support are identified and provided with resources to improve their performance. Students may voluntarily request learning assistance in the form of a tutor.

## SAINTS SUCCESS PROGRAM

Saints Success is an academic support program to support students as they transition to college or seek to maintain academic health. The support consists of person-to-person tutoring, lab classes, and accountability and is overseen by the director of the Saints Success Program. Students may be required to participate in the program if they have been placed on an academic status.

## LEARNING CENTER

Students are expected to complete all coursework individually. However, limited assistance is available through the Learning Center, located in the Reese Resource Center. The Learning Center provides help with proofreading, accountability, planning, computer usage, and study strategies. In addition, it provides proctoring for examinations that students must take outside of class time. Allowing a test to be made up is at the instructor's discretion. The Learning Center will follow that policy. Proctored examinations must be taken by a deadline set by the instructor. Students with disabilities who need extra time or services, such as reading questions, may schedule to take exams in the Learning Center.

## PRIVATE TUTORING

A tutor may be available for any student who is failing a course at any time during the semester. When a student encounters academic trouble, the instructor may notify the director of student success, who will assign a tutor to the student. Availability of such help is subject to the tutorial staff's overall workload.

## DISABILITIES ACCOMMODATIONS

CCCB will comply with the provisions of Title III of Americans with Disabilities Act as a public accommodation, and will provide reasonable accommodation to persons otherwise qualified who follow CCCB's ADA procedures, inasmuch as the reasonable accommodation does not constitute an undue burden or fundamental alteration for CCCB. A person with a disability is someone who has a physical or mental impairment, has a record of such impairment, and/or is regarded as having such impairment. A student is considered a qualified student with a disability if he or she can meet all standards and perform all functions required for admission, participation, and continuation in CCCB's programs and activities.

CCCB will make any appropriate and reasonable adjustments for students with disabilities to ensure accessibility to academic activities (courses and examinations) and non-academic activities (admissions and recruitment, admission to programs, academic adjustments, housing, financial assistance, and counseling). Students desiring help with a disability must notify the vice president of student development of the disability, provide current and comprehensive documentation concerning the nature and extent of the disability, and articulate their needs for the disabilities service provided on campus. Complaints concerning disabilities compliance can be presented to the student development office.