

Student Services

Academic Enhancement: This office provides services such as instructional support for individuals in study skills, vocabulary improvement, and critical thinking. If you are feeling overwhelmed with your schoolwork or feel like you are falling behind, this is a good place to start. You can learn valuable study skills and techniques for all your classes at this office. You can reach the office at 555-5555.

Tutoring Services: This office provides tutoring services in every major. Both upper-level students and professional tutors conduct the tutoring, depending on the level of tutoring required. If this class or another is giving you particular troubles and you can't understand a concept, this office can provide help for specific content areas. You can reach the office at 555-5555.

Counseling and Services: This office provides information on college policies and regulations as well as new student advising. It also assists with transferring, major preparation, general education requirements, and unofficial transcripts. This is a good place to go if you are having trouble deciding on a major or feel you need to speak with someone about an academic or personal problem. You can reach the office at 555-5555.

Speaking Center: This office provides individual assistance to students at all stages in the speech preparation process, from outline to finished slides. Students preparing a speech or presentation for any class may work on it at the Speaking Center. Students come for help with all types of speech preparation, including delivery skills. The center has a recording area so you can play back your speech, watch yourself, and make improvements. The Speaking Center is open to any student in any course, regardless of major. You can reach the office at 555-5555.

Writing Center: This office provides assistance with writing papers at any stage, from initial brainstorming, creating outlines, and writing the first and second drafts, all the way to the final document. Both walk-in and by-appointment tutoring are offered. The Writing Center also offers workshops on a variety of topics related to academic writing. You can reach the office at 555-5555.