

Your Guide to Completing Your Five Hours of Supplemental Learning

FOR ENGLISH 500, 550, 450, AND 1A STUDENTS

Chaffey College
Writing Center

The last Supplemental
Learning deadline is

Wednesday,
Nov. 25, 2009

▶ DLAs, workshops, and study groups may be completed at the Fontana Success Center and the Chino Writing & Reading Center.

▶ You are allowed one tutoring, DLA, workshop, and study group appointment per day at the Writing Center.

1. Do not wait until the last minute!

Students who wait to begin their five-hour requirement at the end of the semester may likely not complete it. There are not enough workshop, study group, and DLA appointments to accommodate all students who procrastinate.

2. Use the verification form to pace yourself.

Finishing the DLAs, workshops, and study groups by the "completed by" date will ensure that you complete your five hours by the end of the semester.

Activity	Completed By	Completed	Completed By	Completed
DLA				
Workshop				
Study Group				



Writing Center consultants will stamp, sign, and date completed supplemental learning activities. In addition, they will stamp, sign, and date your instructor's verification sheet. If you lose your verification sheet, contact your instructor for a replacement. Writing Center staff will re-stamp the verification sheet if you produce the stamped, signed, and dated supplemental learning activities. Writing Center staff will not stamp any boxes for activities that have been finished after the "completed by" date.

Remember to bring your verification sheet to your appointment for the tutor to stamp!

3. Sign up for DLAs, workshops, and study groups in advance!

Make your reservations and appointments no more than **six business days in advance**. Workshops can completely fill up within the hour that reservation lists open to students. To increase your chances of getting a confirmed spot for a workshop, call or visit when the Writing Center opens for the day.

A current pink
Chaffey Photo ID card
is required for all
Writing Center
services!

Directed Learning Activities (DLAs)

These instructor-designed writing activities should take you approximately **30 minutes to an hour and a half** to complete. You may complete the **independent portion** in the Writing Center any time during business hours without an appointment; however, to receive credit for the activity, you must set an appointment to meet with the tutor for the **review session**. Materials and/or texts may be required for DLAs. You may meet with the tutor no more than once a day for a DLA review session at the Writing Center, although you may complete the independent portions of more than one DLA per day.

Workshops

Workshops are approximately 50 minutes to **an hour** long. They are led by an instructor and focus on a specific writing topic. A maximum of **ten students** are admitted per **workshop**. Due to their popularity, it is highly recommended that students make **advance reservations**. Additional students will be placed on a wait list and added to the workshop if students with confirmed spots are not present when the workshop begins. You are allowed to sign up for one confirmed spot at a time; however, you may have multiple spots reserved on workshop wait lists. If you arrive late, you may lose your reserved spot to a student on the waitlist. No students will be admitted to the workshop once it has begun. You may attend no more than one workshop per day at the Writing Center.

Study Groups

Study groups are small group sessions. Each study group is approximately **50 minutes to an hour** long, and a maximum of **eight students** are admitted per **study group**. It is highly recommended that students make **advance reservations**. Additional students will be placed on a wait list and added to the study group if students with confirmed spots are not present when the study group begins. You are allowed to sign up for one confirmed spot at a time; however, you may have multiple spots reserved on study group wait lists. No students will be admitted to the study group once it has begun. You may attend no more than one study group per day at the Writing Center.



Remember to sign in when you enter the Writing Center. The computer will begin to record your supplemental learning time when you sign in with your Chaffey Photo ID Card. Don't forget to sign out when you leave, or you will only receive one minute of credit!

Chaffey College
Writing Center

Located in the Library at the
Rancho Campus

Mon.—Thurs. 8 a.m. to 8 p.m.
Fri.—Sat. 9 a.m. to 2 p.m.

Phone: 909-652-6820

Web site: <http://www.chaffey.edu/writingctr/index.shtml>