



# THE STUDENT SUCCESS CENTER (SSC)

STUDENT SUCCESS CENTER

## Overview

The Student Success Center (SSC) is more than just a testing and tutoring lab. The SSC staff members view the Center as a resource for all customers of the College: students, parents, faculty and staff members, industrial workers and industrial employers, and the general public. The staff members, therefore, encourage the College community to contact the SSC with any and all questions or concerns they may have.

## Available Services and Areas of Assistance:

STUDENT SERVICES		INSTRUCTOR SERVICES	
Academic Probation Meetings and Assistance	Online and eBook Resources and Databases	Assistance and Information to be Successful at Ranken	Interlibrary Loan Program
Appeal Processes Assistance	Online Class Assistance	Assistance with Student-related Needs and Information: Academic Probation, Appeal Processes, Disability Accommodations, Incomplete Grades, Learning Styles, Work Ethic, etc.	Learning Styles Inventories and Assistance
Assistance and Information to be Successful at Ranken	Organizational Skills		
Assistance Resolving Incomplete Grades	Reading Strategies		
Coin-operated Copy Machine and Scanner	Referral Meetings and Assistance	Classroom Presentations and Instruction on Various Topics	Library Functions, Resources and Services
Computer and Printing Assistance	Research Resources and Assistance	Coin-operated Copy Machine and Scanner	Online and eBook Resources and Databases
Disability Accommodations	STEPS Math Program and Processes	Computer and Printing Assistance	Online Class Assistance
General Guidance and Information	STEPS Reading Program and Processes	Faculty and Professional Development Resources and Assistance	Organizational Skills
In-center Presentations and Instruction on Various Topics	Study Skills Strategies	General Guidance and Information	Referral System Assistance
Infopass Program	Test Anxiety Reduction Strategies	In-center Presentations and Instruction on Various Topics	Research Resources and Assistance
Inside Ranken Assistance	Test-Taking Skills and Tips	Infopass Program	Time Management Assistance
Interlibrary Loan Program	Time Management Assistance	Inside Ranken Assistance	
Learning Styles Inventories and Assistance	Tutoring		
Library Functions, Resources and Services	Word Problem Strategies		
Math Tips and Assistance	Work Ethic Tips and Information		
Note-Taking Skills			

*See back for more services, areas of assistance and resources.*

TESTING SERVICES	
College-Level Examination Program (CLEP) Testing	Industrial Testing
Course Testing	Information Technology Certification Testing
Credit-By-Assessments (CBAs)	Placement Testing
Credit-By-Examinations (CBEs)	

### Resources:

FOR CHECKOUT	
Assistive Technologies	Math DVDs and Videos
Calculators	Reference and Research Materials and Aids
Fiction and Non-Fiction Materials and eBooks	Various Textbooks and Study Materials
Magazines, Newspapers and Other Periodicals	

FREE RESOURCES	
Computer and Printer Use	Note Card Packets
Handouts	Pencils
Highlighters	

### What To Do When You Come In

- 1) LOG IN!
  - a. All students must log in!
  - b. In order to do so, either enter your student ID number (found at the top left of your schedule) or scan your ID card.
  - c. If you do not know your ID number and either do not have your ID card or cannot get it to scan, you may ask an employee to look up your ID number.
  
- 2) Dive into your purpose/goal!
  - a. If you're visiting to use the computers and/or print anything, have a seat at an open computer, and log on to the computer using your Inside Ranken log-in information.
    - i. If you do not have any Inside Ranken log-in information, an SSC employee will be able to log you on as a guest user.
    - ii. If you do not know and/or cannot remember your Inside Ranken log-in information, ask an SSC employee for assistance. If the employee is unsuccessful in helping you log on, he or she will direct you to visit Information Services in order to get your log-in information and/or to reset your log-in information.
  - b. If you're visiting to take a test and/or to work with a tutor, speak with an SSC employee to request assistance.
  
- 3) If you have any questions or concerns, speak with an SSC employee!