

## Student Services Assignment

Are you familiar with the broad range of support services available to you on campus? Research shows that students who make use of these services have a significantly smoother college experience and perform better in their courses than those who do not utilize these services.

The three main reasons why students don't make more use of support services are:

1. Not knowing that the service exists.
2. difficulty locating the service
3. Fear of talking to the people who operate the service

### **The Assignment:**

1. Log onto the Cabrillo College homepage (<http://www.cabrillo.edu/>)  
Ask a lab tutor to help you if you are unsure of how to do this.
2. Click on the various links to explore the different services that Cabrillo has to offer. If you need more direction, the next page offers more detailed instructions, links, and possible services you may wish to explore.
3. Write down important information about this service: where it is located, its hours of operation, and of course, what happens there.
4. Visit the location of the service you have decided to write about. Take a notebook with you and jot down details about how to get there from the English 290 lab, what the room or building looks like, and what you observe occurring there during your visit.
5. If possible (and appropriate), speak to someone who works there. Find out who the main workers are and how they help students. For example, it may be more appropriate to talk to someone in Health Services than in the cafeteria. If a service seems particularly busy, you may want to make an appointment to ask questions.
6. Write a one-page report explaining this service to a student who knows nothing about it. Make sure you answer the following questions in your report: where is the service located? How do you get there from the English 290 lab? What will you find when you visit the building where the service is housed? Who are some of the people you may meet? What are the hours of operation? How might a student benefit from this service?
7. You may either type this report or write it out neatly. Either way, it should be double-spaced. Ask a lab tutor for help if you don't know how to double-space. Print out your essay, place it in your binder, and show it to your LIA for credit.
8. **REPEAT THIS PROCESS FOR FOUR SERVICES.**

## Information Gathering Form for Student Service

Here is a form to get you started as you gather information on a student service. If you are nervous about turning this information into a report, begin by simply transferring the information you've gathered on this page to a different piece of paper without my prompts. Read what you have before you several times, adding or removing information to make your report more readable. Remember, you are to pretend that your reader is a new student at Cabrillo College.

**Name of Student Service** \_\_\_\_\_

**Location** \_\_\_\_\_

**Directions from the English 290 lab** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Hours of Operation** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Physical description** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Services Offered** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I spoke with** \_\_\_\_\_

**I learned** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Probability that I will use this service**

**YES**

**NO**

## Tips for Exploring the Cabrillo College Website

### [cabrillo.edu](http://cabrillo.edu)

The screen you see when you type in the above Internet address (URL) will have several boxes with titles. If you click on a title, a list of choices will appear, and if you click on a title from this list, yet another list may appear. In the end, you will arrive at a block of information.

Every highlighted or underlined word on the Internet is a virtual doorway to a whole new page of information. Such highlighted words are called **hypertexts**. They provide **links** to other web pages.

Here is a list of links, beginning on the home page, and recommended words to click on that will lead you to student services.

From the home page, click on **Learning & Teaching**

Next click on **Student Learning Resources**

Click on any of these links to learn more about it.

[Distance Education](#), [ESL Lab](#), [Library](#), [Math Learning Center](#), [Reading Center](#), [Tutorials Center](#) and the [Writing Center](#)

Click on the **back arrow** till you return to the page called **Learning & Teaching**

Next click on, **Additional Learning Resources** and go to any of the following links.

[http://www.cabrillo.cc.ca.us/counseling/Computer Technology Centers in Aptos](http://www.cabrillo.cc.ca.us/counseling/Computer%20Technology%20Centers%20in%20Aptos) and Watsonville, [Disabled Students Program and Services](#), [EOPS Free Tutoring](#), [Language Learning Center](#), [Math-Engineering-Science Achievement \(MESA\) Lab](#), [Open Access Computing Lab](#)

You may particularly enjoy the web page for **EOPS Free Tutoring**:

Click on **EOPS Free Tutoring**; then, click on the center icon **EOPS**.

Click on **Continue in English**. (Resist the temptation to read the information in Spanish if it is your more comfortable language. We want you to grow just as comfortable in English).

Click on **Back to Students Resources**.

This will take you to an alphabetized list of 40 student services for you to explore. Click on any of them to gain more information.

From the home page, click on **New Students**. You will find many more resources here, including a link to the **Watsonville Center**. Feel free to visit the Watsonville campus and write about some of its student services.

If you know the name of the service you are looking for, you may access it by typing it in as a **search term** from the home page (lower right corner). There is also a handy **Jump to** function (lower left corner) that allows you to jump directly to a topic of interest.