

## Procedure 3.251

### Learning Enhancement Center (LEC) Procedure

The [Learning Enhancement Center \(LEC\)](#), located in Building 3 Room 122, is a creative and collaborative learning community designed to assist students with multiple facets of their academic careers. Open by referral to all currently-enrolled curriculum students, the center offers a number of skill-building services to complement and supplement student coursework in a comfortable atmosphere and at an individualized pace.

The LEC maintains a weekly schedule of professional, faculty, and peer tutoring in a several core disciplines: writing, mathematics, natural and social sciences, technology, humanities, and more. The center is equipped with an expansive computer lab for students who need extra assistance and practice with current academic technologies. A silent testing area is also provided for traditional and computer-based testing in coordination with faculty. Finally, the LEC offers periodic workshops, guest speakers, and other development opportunities for both students and faculty alike.

### Procedure for Student Use of the LEC

1. Instructor completes an [LEC Student Referral](#) with the following information: student's name, student's program ID, date of referral, course name, instructor's name, semester, and instructor's signature. Instructor notes the appropriate skills for that course and adds comments as necessary.
2. Student or instructor delivers signed hard copy of the referral to the LEC. Forms may be submitted digitally, however, provided the submission originates from the instructor's college-provided email account.
3. When visiting the LEC for assistance, student signs in with AccuTrack using his or her BCCC username, and selects the appropriate course and referring instructor along with type of service needed. Student is then directed to an available tutor, testing area, or computer-based resource. The duration of student visit is recorded via AccuTrack.
4. When leaving the center, student signs out of AccuTrack to complete the session.
5. Upon request, reports of student attendance in the LEC are provided to the referring instructor along with additional consultation as necessary.

## Procedure

### References

**Legal References:** *Enter legal references here*

**SACSCOC References:** **3.8.1, 3.8.2**

**Cross References:** [Academic Support Services Policy](#)

### History

**Senior Staff Review/Approval Dates:** 04/11/2016

**Board of Trustees Review/Approval Dates:** *Enter date(s) here*

**Implementation Dates:** *Enter date(s) here*