

# SPECIAL SERVICES PROVIDED AT THE CHHS LRC

## **WE CAN PROCTOR EXAMS.**

### **STUDENTS:**

- ❖ If you miss your class exam, and your instructor allows you to take a make up—it can be scheduled between the hours of 8-5, Monday through Friday.
- ❖ If you have a conflict with the exam schedule and your instructor allows you to schedule it at an alternate time, we can assist you.
- ❖ If you have special needs for exams, through the Disabled Student Resources and Service, we can assist you, with scheduled approved accommodations.

### **INSTRUCTORS:**

- ❖ If you need to be gone or are ill during a scheduled exam, we can proctor the class exam as long as it is between the hours of 8-5, Monday through Friday.

## **INSTRUCTORS: WE OFFER 2 HOUR RESERVE ITEMS FOR STUDENTS TO USE IN THE LRC.**

- ❖ You can put your personal items, articles, DVD's, CD-Rom's, books, or tapes on reserve for your students to use.
- ❖ You can put items from the LRC on reserve for your students to use.
- ❖ You can put recorded classes on reserve for students who were absent to view.
- ❖ You can put a copy of your current textbook on reserve for the students.

## **WE HAVE A SCANNING STATION.**

- ❖ We can assist you scanning documents and/or pictures.

## **WE HAVE A COPY MACHINE.**

- ❖ Faculty and staff can make copies in the LRC using their department codes.
- ❖ Students can make copies in the LRC using a copy card.
- ❖ The LRC staff can make copies for faculty and staff members using their department codes and deliver them to their mail box or classroom in the CHHS building.

## **WE HAVE A FAX MACHINE.**

- ❖ Faculty, staff, and students can send and receive faxes in the LRC.
- ❖ Local faxes are free.
- ❖ Long distance faxes requires the use of a personal phone card.
- ❖ Our fax number is 269-387-8129.

## **WE HAVE A DROP BOX.**

- ❖ Faculty, staff, and students may return items belonging to Waldo Library or its branches in the drop box located conveniently outside the LRC door.
- ❖ Items will be picked up daily Monday through Friday by a staff member from Waldo Library and returned.