



## **What to Do if the Front Office is Closed/Nobody is There**

If you are coming to the Learning Center after our operating hours (8am – 5pm, Monday through Friday), the front office will be closed. However, you can still access the Learning Center suite by using the side entrance.

To find our side entrance from the front of TLC, turn around and head toward the gray pillar with the sign that reads “Music Department.”



Then, to the left of the pillar and near the vending machines, walk to the door right next to the desktop computer at the end of the hall.



It will have signs on it pointing to the Music Department, as well as a sign stating it is the corridor entrance for the Learning Center. Enter this door.



Right after entering this door, turn **left** and go down the hallway. Here you will be able to find our rooms!

The academic coach's office, room 1-160K, is on the right-hand side of the hall near the bulletin board.

Room 1-160A is a conference room on the left-hand side of the hall where many workshops and study groups are held.

Room 1-160B is another conference room where many workshops and study groups are held—to find this room, go past 1-160A and go down the hallway to the left. It will be across from the Study Zone.

The Study Zone is at the end of the hallway in our suite on the right-hand side.