Tutoring Policy

(Includes in person and SKYPE appointments)

➢ Be prepared for tutoring
  o Attend Class
  o Attempt homework problems before tutoring
  o Bring textbooks, class notes, calculators, etc.
  o Have set questions to ask the tutor
  o Visit with your instructor during office hours

➢ Scheduled Appointments
  o Tutoring appointments last 30 minutes
  o Turn off your cell phone to get the most of your session
  o You can only have one appointment per subject scheduled at one time

➢ Arriving Late and No Shows
  o You are considered late after five minutes of failing to show up or failing to call the tutoring lab. You will be able to continue with what time is left of your 30 minute appointment.
  o You will be considered a No Show if you do not cancel or show up for your scheduled appointment.
  o 3 No Shows will result in students not being allowed to schedule future appointments without permission of the Director of the Student Success Center for the remainder of the semester.