

Center for Tutoring and Academic Support

Guidelines for Students

STUDENT CENTERED TUTORING

We put students at the center of each tutoring session. Students are expected to be active participants throughout the session. Tutors will ask you lots of questions, especially in the first few minutes of a session. They need to do a little detective work to find out your understanding of the assignment or concepts you've learned in class and what you've already done so far. A good tutor acts as a guide, not an instructor.

TYPES OF TUTORING

- **Drop-in tutoring:** See if a tutor is available now. (No appointment necessary)
- **One-time appointments: (Based on tutor availability)** Can be scheduled up to six days in advance. You can schedule a single one-time appointment at a time for each course you're taking, (not to exceed six per week, Mon. – Sat.). Once an appointment is finished, you may schedule a new appointment for that same course. However, you may not have more than one 1x appointment for the same course on the same day.
- **Weekly appointments: (Based on tutor availability)** Meet with the same tutor throughout the entire semester. You may schedule up to two different weekly appointments per semester, provided they are for two different courses.

CENTER POLICIES

- Please come to your sessions prepared. If it's an online session, make sure you are in a quiet space with a strong wireless signal. If you would like to share any documents with your tutor, please convert them to .pdf format and have them ready before your session. You should also come with questions to ask your tutor.
- All sessions are up to 50-minutes long, but some drop-in sessions may be as short as 30 minutes. You don't have to stay the entire 50 minutes, unless your instructor requires it. You may only sign up for a second (consecutive) session if that session is with a different tutor and for a different subject.
- You may have **up to three** tutoring sessions per day and **up to six** sessions per week.
- You may have up to 30 sessions per semester, per course. (Lectures & Labs may be counted as two separate courses.)
- You can be up to **five** minutes late for your tutoring appointments. After that, we may reassign your tutor to work with another student.
- If you miss more than **three appointments or you are continuously more than five minutes late and do not notify CTAS in advance**, you may be blocked from making any future appointments for the duration of the semester.
- It is understandable that you may need to cancel a scheduled appointment from time to time. Therefore, you have the ability to cancel a previously scheduled one-time appointment online up to two hours prior to the start time. However, if you cancel more than **five appointments**, you may be blocked from making any future appointments for the duration of the semester.