



## WELCOME TO TUTORING SERVICES! (11/29/11)

### Information to Help Make Tutoring Successful... (please keep for future reference)

#### **How much does it *COST*?**

Tutoring is **free** but you must be enrolled in the LCC course which you are requesting tutoring.

#### **How do I *REQUEST* assistance?**

Turn in a completed Tutoring Request Form (attached) to the Tutoring Services office as early as **the Monday of finals week of the previous semester**. Return the form to **room 103 in the Arts & Sciences Building**. When an appointment becomes available, Tutoring Services will contact you to inform you of the date and time.

#### **WHEN is tutoring offered?**

Tutoring takes place at various times Monday - Friday. Most appointments begin ten minutes after the hour and end at the top of the hour, for example: 10:10 - 11:00.

#### **HOW LONG will it take to get a tutor?**

It depends. Things that influence how soon you receive an appointment include:

- **what kind of tutoring** you would like (Supplemental Instruction, walk-in tutoring, reserved 1:1 appointment)
- **how early** you apply
- **how flexible** your schedule is. The more times that you are available, the more likely it is that we can find you a tutor quickly.
- Tutoring is available for many LCC classes, but not for all classes. Also, **reserved weekly tutoring appointments are limited and fill up fast**. For this reason, we offer students only one reserved 1:1 appointment per week.

**You are welcome and encouraged to stop in A&S 103 or call 517-483-1206 to check the status of your request, or “walk-in” at any time to see if a tutor is available to tutor your subject.**

#### **Do I need to *DO ANYTHING* before I come for tutoring?**

You will get the most out of a tutoring session if you:

- attend class
- do assigned readings and attempt the homework
- prepare a list of questions or topics that you would like to discuss with your tutor
- Bring your syllabus, textbook, tests, and homework with you.

#### **Do I *HAVE TO ATTEND* tutoring sessions I've reserved?**

Yes. **Tutoring Services' Absence Policy** – If you miss two reserved weekly appointments, even if you have called in, your appointment will probably be assigned to another student. If you want to continue, you will need to wait for another appointment (not guaranteed.)

If you **must miss a tutoring appointment**, **call** the Tutoring Services office (517-483-1206) **at least two hours in advance** to inform us that you will not be coming. That way, the tutor may be able to work with someone else.

**For more information, come to A&S 103 or call 517-483-1206.**

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