

Tutoring Center Expectations, Preparation, and Policies

Academic Expectations

- Tutors will **not** do your homework for you.
- Tutors are **not** instructors. Tutoring is supplemental to instruction. It does **not** take the place of attending classes.
- We encourage you to meet with your instructor to discuss assignments and content prior to a tutoring visit.
- Comply with the College Intellectual Integrity Policies with respect to plagiarism, cheating, and other examples as stated in the *Student Handbook*. If you have questions, talk to an OLS staff member.

Tutoring Session Preparation

- You must bring your notes, texts, handouts, and other relevant materials.
- You must come to tutoring sessions prepared by reading and reviewing assigned chapters, articles, handouts, notes, and other relevant materials.

Tutoring Center Attendance Policy for Tutees

Attendance and punctuality are important. While the OLS staff is aware that circumstances occur that may interfere with your ability to attend your appointment, consistent absences negatively impact the quality of services OLS provides. Please review the “tutee attendance” policy below carefully.

Cancellations: Repeated cancellations may result in the loss of tutoring services.

1. Cancel your scheduled appointment **at least three (3) hours** before the scheduled time
2. Contact the OLS office (315.312.2571) and provide your name and student ID #, the tutor’s name, course, and time of the appointment

No-Shows: Repeated “no-shows” may result in the loss of tutoring services.

1. Failure to notify OLS at least three (3) hours in advance of the scheduled session will result in a “no show.”
2. Failure to appear at your scheduled tutoring session will result in a “No Show”.

Repeated cancellations and/or “no-shows” will result in a “lock-out” and you will not be able to schedule any tutoring sessions until such time that you schedule an appointment to meet with the OLS Director. The OLS office is located in 172 Marano Campus Center.

Tutoring Center Policies

- When you come in for tutoring, you are responsible to log in and out of TutorTrac on a designated computer.
- Appointment tutoring sessions are one hour.
- You are not allowed to make consecutive appointments with the same tutor in a day.
- You are expected to be courteous and respectful to tutors and support staff.
- Cell phones will **only** be turned on for tutoring purposes.
- Tutors cannot sign for proof of Tutoring Center attendance. See a staff member in the Office of Learning Services, 173 Marano Campus Center.
- Food is **not** permitted in tutoring areas. Beverages are okay.
- The computers are **only** for signing in and out of TutorTrac
- Tutors have the right to end a session if these policies are not followed.