The Tutorial Services program is designed to assist students in mastering academic course work. The purpose of the program is to supplement the support and assistance available from faculty, teaching assistants and lab instructors.

The following Tutor & Student Guidelines are designed to make sure that the program operates effectively and efficiently. Before seeking tutorial assistance, please be sure that you have a clear idea of what type of help you need. Always come to tutorial sessions well read and prepared to work.

Each individual student is eligible to receive a maximum of four hours of tutorial assistance per week per subject – free of charge; however, four hours per week is not guaranteed. Tutorial services are always subject to tutor time availability. If you need additional time, you will be responsible for payment of those additional hours.

Because both the program tutors and the students have many demands on their time, it is vitally important that everyone is prompt to the tutoring sessions and that everyone is prepared. Please do not waste each other’s time. Notice of cancellation must be given well ahead of time if you know you will be unable to keep your tutoring session appointment.

Each student, receiving Tutorial Services, will be required to print and sign the Tutorial Sign-In Roster each time the student meets with a tutor. The subject matter discussed, the time spent and the date of each session will also be recorded on this form.

Small group tutoring will be recommended whenever there are two or more students requesting assistance for the same subject material during the same time period. Reimbursement hours will not multiply with the number of students per group.