WELCOME TO THE LEARNING COMMONS! (8/5/2014)

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

Tutoring is available for many LCC classes, but not for all classes. You are welcome and encouraged to visit A&S 108, 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.

**How much does it COST?**

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

**How do I REQUEST assistance?**

Turn in a completed Learning Commons Tutoring Request Form (see attached) to A&S 108 as early as 1 week before the semester starts. When an appointment becomes available, the Learning Commons staff will notify you of your tutoring appointment day and time.

**WHEN is tutoring offered?**

Tutoring takes place at various times Monday – Saturday (varies by semester). Most reserved appointments and SI sessions 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, Tutoring Help Now, reserved 1:1 appointment)
- **How early** you apply. Reserved weekly tutoring appointments are limited and fill up fast.
  - For this reason, we offer students only one reserved 1:1 appointment per week.
- **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.

**Do I HAVE TO ATTEND tutoring sessions I’ve reserved?**

Yes. Tutoring Absence Policy – If you miss two reserved weekly appointments, even if you call in, your appointment may be assigned to another student who is waiting. If you want to continue, you will need to wait for another appointment (not guaranteed.) Non-reserved tutoring, such as Tutoring Help Now and Supplemental Instruction, do not require attendance.

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

**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 (tutoring is not a substitute for class attendance)
- 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.

For more information, come to Arts and Sciences 108 or call 517-483-1206. (over)