

Nazareth College. *The Heart of Excellence.*

Academic Advisement Center

GUIDELINES FOR STUDENTS REQUESTING TUTORS

Matriculate Undergraduate students may request tutoring for most subjects in which academic assistance is needed, as long as you have a signature of approval from your instructor on the application form.

What is the cost? The fee for Peer Tutoring is \$2.00 per hour. After you have completed the application to receive a tutor, **you may purchase and pick up Tutoring Coupons in the Academic Advisement Center.** Fee waivers will be issued to students receiving financial aid who meet eligibility requirements. ***You must give your tutor a coupon each time you meet.***

How do I get in touch with my tutor? As indicated in your tutoring contract, you must contact your tutor within one week of the date on you have been assigned. **If you do not call your tutor by that time to schedule an appointment, your tutor request form will be discarded.** You will have to start the entire process again to be eligible to receive tutoring services.

How often do we meet? It is recommended that you meet with your tutor one or two times a week for one hour per session, scheduled at a time convenient for both of you. Generally, tutoring assignments last two to four weeks. However, it can last longer if necessary as long as you do not exceed a total of 30 hours of tutoring time per semester.

What if I can't make a meeting or are late? It is essential that you keep all appointments with your tutor. If some emergency prevents this on occasion, be sure to inform your tutor. Being late or not showing up gives your tutor signs that you are not invested in the help. Tutors will discontinue tutoring sessions if you are not responsible in this regard. You will be charged the regular \$2.00 per hour fee for the amount of time you had scheduled to meet with your tutor if you fail to keep the appointment or to notify him/her to reschedule.

What do I bring to the sessions? It is critical to your success that you always are prepared for the tutoring sessions. Write down, in advance, questions or misunderstandings that may be making the subject difficult for you. The role of the tutor is to assist in answering your questions and in clarifying course material you are having trouble comprehending. ***You must give your tutor a coupon each time you meet.*** It is not the tutor's role to re-teach the course or to teach you any material you missed during an absence from class. The responsibility for effective tutoring sessions rests to a great extent on you. The effort you put into studying and your motivation to work hard are essential to improving your performance. Share the responsibility for communication of ideas and questions with your tutor, and you will see the benefits.

Your tutor is not responsible for poor grades you may receive. Again, it is your responsibility to improve. The tutor can be a great resource for you to gain a better understanding of the course material, so you should take advantage of the help available. But do not expect to raise your grade without a significant amount of work on your part.

If you feel that your tutor is unable to help you for one reason or another, please contact the Peer Tutoring Program Coordinator (ext. 2870) in the Academic Advisement Center (Smyth 2).

Be sure to use other academic support services available at Nazareth, including the **Math Center (Smyth 362)**, the **Writing Lab (Golisano Academic Center Rm. 495)** the **Science Center (Smyth 301)**, and the **Logic Lab (Golisano 463)**. There is no fee for these services. A combination of tutoring and lab assistance may benefit you.

Freshmen may also consult with the Coordinator of Freshman Academic Support Services, or their faculty advisors. Upperclassmen may consult with department chairs, faculty advisors, or the Academic Advisement Center.