

## **TUTORIAL SERVICES**

### **Tutorial Services, Procedures, and Guidelines**

#### **UNC's Honor Code**

All members of the University of Northern Colorado community are entrusted with the responsibility to uphold and promote five fundamental values: **Honesty, Trust, Respect, Fairness, & Responsibility**. These core elements foster an atmosphere, inside and outside of the classroom, which serves as a foundation and guides the UNC community's academic, professional, and personal growth. Endorsement of these core elements by students, faculty, staff, administration, and trustees strengthens the integrity and value of our academic climate.

Welcome to the Tutoring Center! We are pleased you have chosen to take advantage of our services. If you have any questions or require information that is not presented in this flyer, just ask a Tutoring Center staff member. We will be happy to assist you.

#### **Tutorial Services**

Tutorial Services provides free tutoring to UNC undergraduates and also to graduate students enrolled in undergraduate courses. Tutoring services are provided to registered UNC students only. Each semester, Tutorial Services offers individual tutoring in approximately 130 different courses in Business Administration, Math, Natural Sciences, and Social Sciences.

#### **Tutoring Center Hours**

During Fall 2018, tutoring services will be available by appointment in Michener L-149 Monday through Thursday 8:00 a.m.-5:00 p.m. and Friday 8:00 a.m.-2:00 p.m. Drop in evening tutoring is available on the first floor of Michener Library Monday-Thursday 5:00 pm – 8:00 pm and Sunday 6:00 pm – 8:00 pm. Limited hours are available at satellite locations. Please ask or call for more information.

#### **Tutoring Center Policies**

Due to the high demand for tutorial support, Tutorial Services requests that certain guidelines be observed. A UNC student ID is required in order to schedule the first tutoring appointment of the semester.

1. Students need to schedule all tutoring appointments in person at the receptionist's desk in the Tutoring Center (Michener L149). **Appointments may not be made over the telephone.**
2. UNC students are encouraged to arrange tutoring appointments in advance but may seek tutoring on a drop-in basis.
3. Tutoring appointments are scheduled in **half-hour or one-hour increments only.**
4. When the student has scheduled an appointment, the student will receive an email reminder.
5. In order to serve as many students as possible, **the Center will allow students to schedule tutoring appointments for up to two hours per week per class.** In addition to the two appointments, students may still seek tutoring on a walk-in basis, provided that there is a tutor available. **If needed, the Tutoring Center reserves the right to limit the number of appointments per student to one appointment per week, per subject area.**
6. Students need to be prompt for their tutoring appointments. **If a student is 15 minutes late for an hour session or 10 minutes for a half hour session, his or her tutor may begin working with someone else.** Therefore, the student who is late for his or her appointment may need to work with a different tutor, if another tutor is available, or the student may need to make a new appointment for another time or day. **Two late appointments will count as a miss.**

7. **Tutors are not allowed to proofread or edit papers, assist students with take-home examinations, or complete any assignments for the student.**
8. The tutor's time is valuable; if you must miss a previously scheduled tutoring appointment, you should telephone (970) 351-1391 one day prior to the appointment you are cancelling. You may leave a message stating your name, your tutor's name, your appointment time and date, and the class in which you were going to be tutored. Failure to provide **24 hours**' notice will result in the following:
  - a. If you miss or cancel one appointment without providing sufficient notice, the missed appointment will be recorded as a First Miss.
  - b. If you miss or cancel a second appointment without providing sufficient notice, the missed appointment will be recorded as a Second Miss.
  - c. If you miss or cancel a third appointment without providing sufficient notice, the missed appointment will be recorded as a Third Miss, and result in **temporary suspension of services**. To reinstate your tutoring privileges you will need to set up an appointment with the Director of Tutorial Services. All late cancellations or missed appointments are recorded as misses and will remain on your semester tutoring record.

**Excessive cancellations may also lead to a revoking of tutorial privileges.**

### Additional Information

**The role of the tutor includes the following:** (a) assisting students in better understanding course material and course concepts; (b) assisting students in better understanding course assignments; (c) assisting students in preparing for course examinations; and (d) assisting students in developing effective study skills and habits. Students are expected to come fully prepared to each tutoring session with questions and necessary materials such as course textbooks, course syllabus, course notes, papers, writing utensils, calculator, etc. Please remember that tutoring sessions should not be used as a substitute for class attendance, nor should tutors be used as a substitute for the course instructor. **The role of tutors is to support and supplement course instruction rather than to replace it.**

For more information about the Tutoring Center, please contact:  
Director of Tutorial Services  
University of Northern Colorado  
Campus Box 79  
Greeley, CO 80639  
(970) 351-1904 or (970) 351-1906