

LWC Course-Specific Tutoring Policies & Procedures

Students may use one-on-one peer tutoring if they are enrolled in the requested class(es) for credit and have passed prerequisite courses and/or are enrolled in co-requisite courses. Audited courses are not eligible for one-on-one tutoring.

- When you contact a tutor, you agree to meet regularly with the tutor.
- It is your responsibility to contact the tutor(s) and establish a meeting schedule. If none of the tutors can work with you or if one is not listed, please email, mdaniel@guilford.edu.
- In addition to seeking a tutor, you should meet with your instructor and/or TA and utilize drop-in tutoring if it is available for your course. You should continue to meet with the instructor/TA and utilize drop-in tutoring as needed once you have a peer tutor.
- The LWC will work to find tutors qualified to assist in requested courses; however, the tutor pool changes from semester to semester, and tutors may not be available for some courses.

Tutoring can be a rewarding experience for both the tutor and the student being tutored; however, it can be a next-to-impossible task if the tutee does not prepare. We ask that all students using this service come to tutorial sessions prepared:

1. having attended class and taken notes;
2. with all necessary books and materials;
3. having attempted homework and read assignments;
4. with the understanding that the tutor
 - a. is a successful student, not a teacher or expert;
 - b. will not do the student's work;
 - c. is a good resource but is not responsible for the student's grades.
 - d. cannot assist with tests without the instructor's written permission.

Students in all tutoring sessions are expected to arrive on time, to be prepared for the session, to participate actively, and to stay for the entire prearranged session time.

- Students are expected to notify the tutor in advance if they cannot make an appointment.
- After the second unexcused absence from a tutoring session, students will lose the privilege of receiving free one-on-one assistance through the LWC. Two late cancellations equal one unexcused absence.
- Pair or group tutoring sessions must be arranged prior to the meeting and be acceptable to both the tutee and the tutor.

ALL students are encouraged to discuss their individual needs with their tutors and consider other time commitments when scheduling tutorial sessions.

Exploring your learning preferences can help you understand how you learn best. It may also help you in discussions with your tutor. To discover more about your learning preferences, visit this [resource](#).

Any questions or concerns regarding the policies and procedures should be directed to the Learning & Writing Center Director, Melissa, mdaniel@guilford.edu, 336.316.2200.