



WELCOME TO LEARNING CENTER PEER TUTORING SERVICES!

We strongly urge you to keep in contact with your instructor regarding questions or assistance with your course.
INFO TO HELP MAKE TUTORING SUCCESSFUL...

HOW DO I REQUEST ASSISTANCE?

Fill out a Tutoring Request Form based on your answers to the questions asked, we will attempt to place you in a tutoring activity that meets your needs as soon as possible. **Please check with the office for the earliest date requests will be accepted (usually finals week of the previous semester).**

HOW LONG WILL IT TAKE FOR ME TO GET A TUTOR?

It varies, depending on availability of a tutor for the course you are requesting, the times you are available to meet, and what kind of assistance you are willing to accept. Other forms of tutoring, such as walk-in math study room, and or study group session, may be available immediately. If you prefer one-on-one tutoring, the more times that you are available, the more likely it is that we can find you a tutor quickly. Individual tutoring is scheduled on a first-come, first-served basis.

HOW MUCH DOES IT COST?

Tutoring services are **free** to MCC students (must be enrolled in the course for which tutoring is requested.)

ARE THERE TUTORS FOR EVERY COURSE?

Tutoring is available for many MCC classes, but not for all classes or on all days and times. We may not be able to schedule a tutor to meet every need. Because there are not enough individual tutors for every student who requests assistance, if there is a PAC Study group for your course that fits your schedule, you will be encouraged to participate in it.

WHEN IS TUTORING OFFERED?

Tutoring is offered at various times depending on tutor's availabilities Monday-Friday's all tutoring appointments begin on the hour. Learning Center hours of operation are posted on the MCC website. Peer tutoring services begins the **second** week of classes and ends the week before final's every semester.

HOW WILL I BE NOTIFIED OF MY ASSIGNMENT?

Students who submit a tutor request form are contact the first week of classes to be place in an appointment. You will be notified by phone to set-up your appointment. You may be offered a study group appointment if there is limited availability for subject requesting. If there is not a study group available we will hold on to your request in hopes that an appointment matching your availability opens up. You are welcome and encouraged to stop in to check the status of your request to see if a tutor is available to tutor your subject.

WHAT IF I MISS A TUTORING APPOINTMENT?

If have **2** no- shows **3** student cancellations or a combination of both consecutively, your appointment will be assigned to another student who is waiting. If you want to continue with tutoring services, you will need to contact the tutoring office to be rescheduled. Other students are waiting for tutoring assistance. Please let the front desk know at least 1hours in advance if you are going to miss an appointment (810) 762-0399. ***If I am late for an appointment, will the tutor wait for me?*** Yes, your tutor will wait however do keep in mind appointments are only 50 minutes and your session will end during the scheduled time.

HOW ARE TUTORS EVALUATED?

Every student who is scheduled for a tutoring session is encouraged to fill out a survey form giving feedback about your experience. Please feel free to discuss questions or concerns with your tutor and/or the Tutoring Services Coordinator. We also have "Compliments-Complaints-Suggestions" card for your convenience.

DO I NEED TO DO ANYTHING BEFORE I COME TO TUTORING?

You must attended class, attempted the homework, done assigned readings, and prepared a list of questions or topics that you would like to discuss with your tutor. Please note, tutors do not make-up lectures or go ahead of class instructions. Students must attend their classes in order to receive tutoring all graded college work (homework, test and quizzes) is the responsibility of the students. Students **must** bring all course related materials books, lecture notes to their tutoring sessions (no exceptions)