



## Student Guide for Tutoring Success

WELCOME TO PEER TUTORING SERVICES!

### Getting Started

- Peer Tutoring is where students can get tutoring help from other students who have been successful in specific classes.
- Tutoring is offered at various times depending on tutor's availabilities.
- Peer tutoring services begin the second week of classes and end the week before finals every semester.
- Students who submit a tutor request form are notified by e-mail of their appointment time as soon as possible.
- Students may be offered a study group appointment if there is limited availability for individual tutoring.
- If there is not a study group available, we will place your request on a waitlist while we search for an appropriate tutor and an appointment matching your availability can be arranged.
- Students placed on a waitlist are welcome and encouraged to stop in to check the status of their request.
- Students on a waitlist will be contacted by email as soon as possible.

### What to do

- Please let the front desk know as soon as possible if you are going to miss an appointment (810) 232-4697.
- If you are late for an appointment, the tutor will wait for you. However, do keep in mind appointments are only 50 minutes and your session will end at the scheduled time.
- Students must attend class, attempt the homework, and do assigned readings.
- Students must bring all course related materials books, lecture notes to their tutoring sessions and it is recommended that you prepare a list of questions or topics that you would like to discuss with your tutor.
- Please note: All graded college work (homework, tests, and quizzes) is the responsibility of the students. (no exceptions)
- How are tutors evaluated? Students are encouraged to fill out a survey form giving feedback about the experience.
- Please feel free to discuss questions or concerns with the Peer Tutoring Coordinator.