

## Tutee Responsibility Sheet

To qualify for tutoring, you must be currently enrolled at Citrus College in the specific subject you wish to be tutored in. TUTORING SESSIONS MAY HAVE UP TO THREE (3) STUDENTS SCHEDULED PER APPOINTMENT.

### Appointments

You must make appointments at least twenty-four hours in advance and no more than two days in advance excluding weekends & holidays. You may phone Tutorial Services at (626) 914-8570, or come into Tutorial to make appointments.

APPOINTMENTS WILL NOT BE MADE UNTIL TUTORIAL REGISTRATION IS COMPLETED.

If you come in person to the office, you will receive an appointment slip indicating the day, date, time and the name of the tutor. If you phone, you should come in before the time of your appointment to pick up your appointment slip. Your appointment slip must be shown to your tutor. If you lose it, please come to the tutorial desk for another one.

### Tardiness/Absences

It is your responsibility to arrive for your appointment on time or call if you are unable to keep your appointment or will be late. The tutor will only wait ten minutes after the appointment time. After ten minutes you will be considered a "no show." Also, if you are going to be absent and do not call prior to your appointment to cancel, you will be considered a "no show." Two "no shows" may result in you losing your tutoring privileges for the duration of the semester.

### Child Care

Tutoring sessions are very intense with very few distractions. Therefore, please make arrangements to leave your children at home with a responsible day care provider. No exceptions!

### Time Limit

You are allowed a MAXIMUM of two hours a week (three hours during Summer session) per

subject. These two hours cannot be scheduled for the same day.

### **Preparation**

Bring your textbook and materials relating to your instructor's lectures to the tutoring session. It is imperative that you are prepared for your tutoring session by having already reviewed your material, having specific questions or problems in mind, and having a genuine willingness to attempt to do your work.

TUTORS CANNOT DO YOUR ASSIGNMENT FOR YOU!

### **Accountability**

You must give your valid student ID to the desk staff during your tutoring session for our attendance purposes, and you must sign the tutor's log each tutoring session.

### **Feedback**

It is important for you to report any problems to the tutorial staff immediately. Positive comments are also important and appreciated.

### **Cost**

FREE to Citrus College students who are currently enrolled in the course in which they are requesting tutoring for.