



Mailing Address:

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Welcome to Tutoring Services! (revised 6/26/09)

There are many options for assistance through our program: Individual appointments, Supplemental Instruction (SI), study groups, walk-in, on-line tutoring, and study skills workshops and handouts.

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.

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, at times you are available to meet – it could be two weeks until you are scheduled with a one-on-one tutor, or it could be longer. **Other forms of tutoring, such as Supplemental Instruction, impromptu walk-ins, and workshops, may be available immediately. You can reserve a scheduled daily tutoring appointment up to a day in advance for some subjects.** 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. You may apply as soon as you know your schedule for the semester in which you desire tutoring. Individual tutoring is scheduled on a **first-come, first-served basis.**

How much does it COST?

Tutoring services are offered at **no cost** to LCC students (must be enrolled in the course for which tutoring is requested.)

Are there TUTORS FOR EVERY COURSE?

Tutoring is available for many LCC classes, but **not for all classes 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 Supplemental Instruction group or workshop for your course that fits your schedule, you will be encouraged to participate in it. If that does not meet your needs, you can let the Scheduler know that you would prefer a one-on-one appointment.

WHEN is tutoring offered?

Tutoring is offered at various times to try to match student needs. The office is open **Monday - Wednesday 7:45 am – 7 pm, Thursday 7:45 am – 6 pm, and Friday 7:45 am – 4 pm fall and spring** (summer hours vary somewhat.) Most appointments begin ten minutes after the hour and end on the hour, example: 10:10 - 11:00 a.m.

How will I be NOTIFIED of my assignment?

You will be notified of your appointment time by U.S. mail, E-mail, or phone when a tutor is available during your open hours, depending upon your preference, as indicated on your request form. You may be offered an individual tutoring appointment, or we may be able to offer Supplemental Instruction or study group alternatives. If we are unable to schedule you, we will inform you by mail or hold on to your request in hopes that an appointment matching your availability opens up. You are welcome to stop in to check the status of your request, or “walk-in” at any time to see if a tutor is available to tutor your subject

What if I MISS a tutoring APPOINTMENT?

If you miss two one-on-one tutoring appointments, your appointment may 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 two hours in advance** if you are going to miss an appointment. Supplemental Instruction and Daily Sign-up Appointments do not require weekly attendance. You can go to sessions as needed.

Other Questions About Tutoring

Do I need to do anything before I come for tutoring?

You will get the most out of a tutoring session if you have 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.

Is this the only place on campus to get help with a class?

No. Your instructor is your primary source of information and help for a class. Also, check with the department that offers your class. Very often there are tutors and drop-in help connected with the class. The LS-ARC, Rm. 455 A&S, offers walk-in help with Math, Science, and Speech – call 483-1555 for a schedule. The Writing Center, 251 A&S, offers assistance with writing projects – call 483-1907 for a schedule. Other departments, such as Accounting, offer assistance, as well.

Are there tutors in every subject?

Tutoring is available for many, but not all, "Core" courses required to earn a General Associate's degree. It is also available for some, but not all other courses. To find out if there is tutoring in your course, please fill out the attached request form and leave with the front desk staff in our office.

What if I cannot come to a tutoring session?

If you need to miss a scheduled appointment, call the Tutoring Services office (483-1206) and let the front desk know at least two hours in advance that you will not be coming, so the tutor can work with someone else. You may be able to re-schedule your appointment or receive walk-in tutoring. Please attend tutoring sessions if you would like to continue tutoring.

******If you miss two sessions, even if you have called in, your appointment may be assigned to another student. If you want to continue, you will need to re-schedule, you will need to contact the Tutoring Services office.*** (You will have to wait for the next available opening.)

If I am late for an appointment, will the tutor wait for me?

Yes, the tutor will wait 10 minutes for you. Likewise, we ask that you wait 10 minutes for the tutor, if needed.

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.

Could I become a tutor?

Tutor positions are posted online. You may apply for student employment (languages, music) online at <http://lcc.erecruiting.com/er/security/login.jsp>. To qualify, you must be enrolled for at least 6 credits and have an overall GPA of 2.7, with a 3.0 in your major areas. Tutor Technician (require a bachelor's degree in subject area) and Supplemental Instruction Leader positions are posted in Human Resources, Administration Building, or online at <https://www.jobs.lcc.edu/applicants/jsp/shared/frameset/Frameset.jsp?time=1234975836429>.