

# Learning Center--Tutorial Services

## Tutee Responsibility Sheet

Free tutoring--face-to-face is available to students currently enrolled at Citrus College. Tutoring is offered to students only for the courses in which they are enrolled.

### Appointments

Before receiving tutoring, a "Tutor Request" form, which is available in ED 216, or online at <http://www.citruscollege.edu/lc> **must be completed and submitted to Tutorial Services each semester.** An instructor or counselor's signature is required on this form.

**Tutoring appointments may have up to three students scheduled per session.** Students are allowed a *maximum* of two hours a week of tutoring per subject. No more than one hour per class will be scheduled for the same day. **Appointments must be made with a minimum of 24 hours, excluding Saturdays, Sundays and holidays.** Exception to the appointment policy is drop-in tutoring. To make an appointment, go to [www.citrus.mywconline.com](http://www.citrus.mywconline.com) . If you encounter any problems or concerns please come to ED 216 in the Learning Center or telephone (626) 914-8570. You will not be able to make future **appointments if we do not have a current Tutor Request form on file.**

### Tardiness/Absences

It is the student's responsibility to arrive on time or to call if unable to keep the appointment or if she/he will be late. The tutor will only wait fifteen minutes. After that, the tutee will be considered a "no show." After three "no shows," tutoring will be denied for the remainder of the semester. Only three cancellations per semester will be permitted, after 3 cancellations tutoring will be denied for the remainder of the semester.

### Accountability

**The student ID card must be presented, No ID – No Tutoring, for each tutoring appointment, and the tutee must sign the tutor's log at each session.**

### Child Care

*Children are not allowed in the Learning Center.*

### Preparation

Tutees need to bring textbooks and other class-related materials to the tutoring session. It is imperative to be prepared for the tutoring session by having reviewed course material beforehand, having specific questions or problems in mind, and having a genuine willingness to attempt to do the work. **Tutors cannot and will not complete the assignments for the tutee.**

### Feedback

Please report any problems to the tutorial staff immediately. Positive comments are also important and appreciated. Students' opinions are important to us, as is their success. Please fill out an evaluation before you leave Tutorial Services.

### Information:

Telephone: (626) 914-8570

Email: [ocanales@citruscollege.edu](mailto:ocanales@citruscollege.edu) or [arobles@citruscollege.edu](mailto:arobles@citruscollege.edu)

Website: <http://www.citruscollege.edu/lc>

