Mission Statement
The Rose State College Tutoring Center helps students become independent learners by providing course-specific assistance, and by helping students develop strategies to successfully meet current and future academic challenges.

1. Class meetings and labs take precedence over tutoring; please do not skip either to come to tutoring, regardless of your professor’s attendance policy.

2. If you make an appointment, it is your responsibility to let the Tutoring Center know if you are unable to keep that appointment.
   a. You may cancel your own appointments online more than two hours in advance.
   b. If you need to cancel less than two hours in advance, you will need to call the Tutoring Center (733-7417). You will be marked as a “no-show” if you cancel less than two hours before your scheduled appointment, regardless of circumstances.
      i. After two no-shows, you will be locked out of the system and all your future appointments will be canceled.
      ii. To get your account unlocked, you will need to see the Tutoring Supervisor.

3. Please be punctual.
   a. You are encouraged to arrive at the Tutoring Center 5-10 minutes before your scheduled appointment.
   b. Please be sure to sign in for your appointment when you arrive. This will let your tutor know that you are here.
   c. If you are more than ten minutes late, especially without advance notice, you will be marked as a “no-show” and your appointment time may be given to another student.
      i. After two no-shows, you will be locked out of the system and all your future appointments will be canceled.
      ii. To get your account unlocked, you will need to see the Tutoring Supervisor.
   d. If your tutor is more than five minutes late, please let the Tutoring Desk know, and that person will contact your tutor and/or make other arrangements for you.
   e. Punctuality also includes ensuring that tutoring sessions end on time. Please remember that your tutor may have another appointment immediately following yours.

4. Please bring everything you need so that your tutor can be as helpful as possible.
   a. Make sure you have:
      i. Textbooks, course syllabi, assignment sheets
      ii. Class notes and any work you’ve begun
      iii. Paper and writing utensils, highlighters, and any other necessary resources
   b. The Tutoring Center has a limited number of computers available. You are encouraged to bring your own laptop or print out assignments posted online (D2L, MyMathLab, MyWritingLab, etc.) in case a computer is not available.
      i. Please be aware that you will not be able to print from personal OR Tutoring Center laptops.
      ii. Please do any necessary printing prior to your scheduled appointment.
5. Please plan to use your time with the tutor wisely.
   a. You are strongly encouraged to read any assigned materials and attempt assignments before your appointment with a tutor.
   b. Tutors are authorized to end a session early if they feel the time is not being used in a productive manner.
   c. Please do not bring meals to tutoring sessions (it is not a productive use of time). Small snacks are allowed at the tutor’s discretion (you are responsible for cleaning up after yourself if you choose to bring a snack).
   d. Please do not bring other students, friends, family members, or children to tutoring sessions; this is your time to work with a tutor.
      i. Other students are welcome to schedule tutoring sessions of their own.
      ii. Group tutoring sessions must be approved by the tutor and the Tutoring Supervisor.

6. Please be considerate of other students.
   a. Speak at a volume that does not interfere with other students’ work.
   b. Put your phone/tablet/laptop on “Silent.”
   c. Please do not talk on the phone.
      i. If you must take a phone call, please do so outside the Tutoring Center.

7. You are allowed four hours per week of tutoring in total.
   a. You may use that time as you see fit.
      i. For example, one week you may choose to use two hours for math, one hour for Chemistry, and one hour for English, and the next week you may choose to use two hours for English and two hours for Chemistry. You may even choose to use all four of your hours for one course (subject to tutor availability).
      ii. Additionally, some tutors offer 30-minute appointments, which increases your flexibility as well.
      iii. Exceptions to the four-hour-per-week limit may be made in limited circumstances. If you need additional time, please see the Tutoring Supervisor.

8. You may schedule appointments up to four weeks in advance.
   a. If you want to meet with the same tutor at the same time each week, you will need to schedule each of those appointments individually. It is your responsibility to do this; appointment times are not guaranteed from one week to the next.

9. All tutoring sessions will take place in the Tutoring Center during the regular Tutoring Center hours.
   a. Exceptions may be made on a limited basis if students are not available during regular Center hours. Please contact the Tutoring Supervisor for more information.

I have read, understand, and agree to abide by the policies of the Rose State College Tutoring Center.

__________________________________________________ _______ __________________
Student Signature         Student ID Number

__________________________________________________ _______ __________________
Printed Name          Date