**How can students get the most from tutoring?**

* **Visit Early**: Request a tutor from the Student Success Center as soon as you run into difficulties, even if it’s the first day of class! The sooner you tackle a problem the easier it is to solve.
* **Prepare** for your tutoring session. Go to class, attempt to complete all homework practice examples before you see the tutor and read your text. This helps your tutor know where to start.
* **Bring** your textbook, syllabus, notes, and handouts, your current assignment, and previous papers or other work— anything and everything you would bring to class!
* **Understand** that tutoring may be group tutoring. Most students find group tutoring helpful because they can share questions and methods for learning.
* **Plan Ahead:** Remember some times of day, days of the week, and midterm and finals weeks are very busy in the Writing/Math Center. So plan your visits, and don’t wait until the last minute before a class or a test to seek help.
* **Keep All Appointments** and attend regularly. The most successful students in tutoring participate in regularly scheduled appointments.

**What the student can expect in tutoring:**

* You will be assigned a tutor to assist you in your subject area. Your tutor may be a fellow student who previously achieved competence in the subject or your tutor could be a professional with an advanced degree such as a college adjunct instructor.
* Once your appointment is scheduled, it will remain the same until the end of the semester unless you change it with your tutor.
* You and your tutor will agree upon a meeting place at the College. This may be the Writing/Math Center, Library, Cyber Lounge, the Student Success Center, Café, or a suitable agreed-upon location.
* Your tutoring session will last for 50 minutes.
* ***IMPORTANT***: Expect that the tutor will ask questions, guide the process, and make suggestions in order to help you ***learn*** rather than merely giving you answers.

**What tutoring can NOT do:**

* **"The tutor will do my work for me!”** Tutors cannot “fix” your problems. We do not do your math homework, your research, or your proofreading. We will help you understand the concepts used in your math homework, show you a process for doing research, and point out some errors you need to proofread for. Remember: "The goal of tutoring is to create independent learners."
* **"I can just go to the Writing/Math center if I miss class."** Tutoring is not teaching. It cannot and does not substitute for attending class and doing your homework. If you miss class, you need to see your instructor. Then we’ll be happy to help you with questions about your make-up work.
* **“I can get all the private help I want.”** Tutoring is limited to 2 hours per week. If additional tutoring is requested, it must be approved by the Director of the Student Success Center.

**Pennsylvania Highlands**

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**Writing/Math Center B115 Richland**