

**TUTORING SERVICES POLICIES**

1. Tutoring is provided for students who are currently enrolled in credit classes at Germanna Community College.
2. Students may schedule up to two individual sessions per week contingent upon the availability of appointments. Students may receive individual tutoring only for the courses for which they are currently enrolled in at Germanna.
3. All Germanna Community College students are eligible to register for free workshops from Tutoring Services.
4. Tutoring Services does not offer tutoring to prepare for placement tests or entrance exams. These tests are designed to place students in appropriate classes where students will be most likely to succeed. A useful test preparation site is available under the "Academic Links" section on the Tutoring Services website.
5. Students are required to attend all tutoring sessions on time. Our tutors will wait 15 minutes for students to arrive for scheduled appointments; however, Tutoring Services reserves the right to schedule tutors with other students after that period of time. Please contact Tutoring Services if you know you will be late, so we can reserve your scheduled appointment.
6. Students are required to contact Tutoring Services at least twenty-four hours in advance if it is impossible to attend tutoring sessions. We need an adequate amount of time to be able to offer available appointment slots to other students. We do understand emergencies and illnesses, but we ask you to be considerate of your fellow students who also need tutoring assistance. If you neglect to attend two or more scheduled appointments, or if you cancel two or more appointments without providing Tutoring Services with adequate notice, you will not be allowed to schedule individual tutoring appointments for the remainder of the semester. If you feel there are extenuating circumstances that prevented you from attending your scheduled appointments, you may meet with the Coordinator of Tutoring Services to seek an exception to this policy.
7. Students are expected to attend classes on a regular basis.
8. Students must make a concerted effort to complete all class assignments.
9. Students are expected to take full responsibility for their own learning.
10. Students are expected to uphold Germanna Community College's Academic Honesty Policy by completing their own work. Tutors are prohibited from assisting students with any take-home exams.
11. Please turn off cell phones while visiting the Tutoring Center. Ringing cell phones are disruptive to both tutors and students who are engaged in tutoring sessions.
12. A limited number of Smarthinking online tutoring hours are available for each student during the semester.
13. Students with children should make appropriate child care arrangements prior to attending tutoring sessions. Children are not allowed to attend tutoring sessions nor may they be left unattended because it is disruptive to other students who are also studying in the Tutoring Center.