



University of Louisiana at Lafayette  
Junior Division • The Learning Center  
Lee Hall • 2<sup>nd</sup> Floor  
P.O. Box 41650 • Lafayette, LA 70504-1650  
Phone: (337) 482-6583 • Fax: (337) 482-1161



## **TUTORING APPOINTMENTS AND ATTENDANCE**

- **Be prepared for tutoring**
  - Attend class
  - Attempt homework problems before tutoring
  - Have set questions to ask the tutor
  - Bring textbooks, class notes, calculators, etc. to tutoring
  - In addition to tutoring , visit your professor during office hours
  - Turn off cell phone and pager to get the most out of tutoring
- **Scheduled appointments**
  - You can only have one scheduled appointment per subject scheduled at any given point. Once you complete that session, then you can schedule another session.
  - Tutoring sessions are for thirty minutes at a time.
- **Arriving Late**
  - A student is considered late after five minutes of not arriving or calling The Learning Center.
  - If a student arrives late for a scheduled appointment, they will only be allowed to have what is remaining of the thirty minute session.
  - If a walk-in or other student needs tutoring and a scheduled appointment has not arrived, the scheduled appointment forfeits their rights to being tutored.
- **Walk-in sessions**
  - A student can only be given a complete thirty minute session if another appointment is not scheduled within the next thirty minutes. If a scheduled appointment arrives, a walk-in session will have to end before the complete thirty minutes is over.
- **Scheduled Study Groups**
  - Scheduled study groups are for 1 hour.
  - Students do not have to schedule an appointment to attend
- **Personalized Study Groups**
  - Personalized study groups require 2 students to schedule back to back 30 minutes sessions.
  - The same policy applies for arriving late.
  - A student cannot have a personalized study group and individual scheduled appointment for the same subject
- **No shows**
  - If a student does not cancel their appointment and does not show up for the scheduled appointment they are considered a no show



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- **3 no shows will result in students not being allowed to schedule any appointments for the remainder of the semester.**