



## TLC TUTORING POLICIES

### ☞ Be Prepared

- Attend class
- Attempt homework problems before tutoring
- Have specific questions to ask the tutor
- Bring textbooks, class notes, calculators, etc.
- In addition to tutoring, visit your professor during office hours
- Turn off cell phone to utilize your time more effectively

### ☞ Scheduled Individual Appointments

- You can only have **one individual appointment per subject** scheduled at any time. Once you have completed that session, then you can schedule another session with the TLC Front Desk.
- One tutoring session lasts 30 or 60 minutes, depending on availabilities.
- Students are able to “bring a friend” to their sessions, provided the guest is a UL student registered for courses.
- This can be arranged when two (2) students schedule back to back 30-minute sessions
- The Late policy still applies for personalized group sessions
- The two student limit exists so there is adequate space for the session

### ☞ Arriving Late

- A student is considered late after **ten (10) minutes** of failing to show up or failing to call The Learning Center (337-482-6583)
- If a student arrives late for a scheduled appointment, they will only be allowed to have what is left of the scheduled appointment
- If a walk-in or other student needs tutoring and a scheduled appointment is more than 10 minutes late and failed to notify, the scheduled appointment is cancelled and the walk-in student will be assisted

### ☞ Scheduled Study Groups & Supplemental Instruction

- Study Groups & SI are set on a weekly schedule. They will occur at the same time/same location each week so the students can plan for them.
- Study Groups & SI are **walk-in only**, no schedule appointments needed
- TLC will not schedule individual appointments during scheduled Study Group and Supplemental Instruction sessions. This is to ensure that we can maximize our available resources to assist as many students as possible.

### ☞ No Shows

- If a student does not cancel their appointment and does not attend the scheduled appointment they are considered a No Show
- **Two (2) No Shows** will result in a reminder of TLC policies from the TLC Coordinator. A third missed appointment will result in revocation of appointment privileges for the remainder of the semester