

Student Tutoring Agreement

1. All students served in the Academic Learning Center (ALC) must be currently enrolled at CPCC and have a valid ID or student ID card. Student who do not have a student ID will still be served, but we strongly encourage every student to get one for various student resources require a student ID card.
2. All students MUST sign into Labtrack to receive tutoring services.
3. Students are strongly encouraged to make appointments for their tutoring sessions, but not required. If a student does not make an appointment and wishes to receive help as a “walk-in”, the assistance will be based on the availability of a tutor.
4. Cancellation Policy – will be handled through the Schedulicity App.
5. Tutoring sessions are limited to 2 visits per week per subject. (Only one visit for a maximum of 1 hour per day is allowed) **STUDENTS MUST LEAVE THE TUTORING AREA AT THE COMPLETION OF THEIR SESSION.**
6. Students must come prepared for tutoring sessions by bringing their textbook, study guide, and assignment instructions; student should have made an attempt at the assignment.
7. Tutors are not allowed to assist with test or quizzes. Math tutors cannot assist students with their signature assignments for math courses.
8. The computers located in each center are used for students that are receiving tutoring services and are not “open computers” for general student use.
9. Tutors will not discuss instructors, grades, or grading policies with students, and tutors will not act as a mediator between students and their instructors.
10. Please silence your cell phone and/or mobile device during tutoring sessions.

Student Signature _____ Date _____

Print Name _____

CPCC Student Email _____

Student Phone Number _____