

REGISTRATION FOR TUTORIAL SERVICES			
<b>PRINT</b> Last Name	First Name	M.I.	
Date of Birth ____/____/____	Home Telephone # (____) _____	Student ID # (as appears on your Student ID card ) ____/____/____	
<b>Tutoring Activity (OFFICE USE)</b>	<b>Reference #</b>	<b>Tutoring Activity (OFFICE USE)</b>	<b>Reference # (OFFICE USE)</b>
1. SUPERVISED TUTORING	<b>75152</b>	3.	
2. STUDY GROUP TUTORING	<b>75151</b>	4.	

### Terms and Conditions of Student Use

Tutorial Services is designed to increase student success. To that end, all users of Tutorial Services must comply with terms and conditions that facilitate student learning and success. Tutorial Services serves Mt. SAC students only. Please read and sign your acceptance of the following terms and conditions.

#### Conditions of Authorized Use:

- \* All students are required to complete a registration card prior to using Tutorial Services.
- \* All students must provide a current Mt. SAC identification card every time they use Tutorial Services.
- \* Tutorial Services encourages independent thinking and learning. Therefore, time limits for tutoring sessions are imposed: 15-20 minutes for math and science; 30 minutes for English and other humanities subjects.
- \* Tutorial Services operates on a first-come, first-served basis. At times the number of students needing help far exceeds the number of available tutors; therefore, the wait for a tutor may exceed one hour during peak times.
- \* Students are to bring all educational materials. Tutorial Services does not have textbooks, workbooks, dictionaries, pens, pencils, or calculators for student use.

#### What You Can Expect From a Tutor:

- \* All tutors will provide competent, friendly, courteous service.
- \* English tutors will not write or edit papers for students. The student should make an attempt to complete the assignment on his/her own prior to seeing a tutor.
- \* English tutors will not proofread papers. They will help students develop their own thoughts and construct a coherent, persuasive essay. Per professor's direction, tutors will focus on grammar as necessary.
- \* English tutors can work on only one essay at a time. Students with numerous essays to be reviewed should sign up for another tutor after the first tutor has helped them.
- \* Math tutors will explain concepts and give examples. Students are to do the work prior to seeing a tutor.
- \* Math tutors cannot do exam review sessions(s) right before an exam. Students who wish to have an exam review session should request a study group at least twenty-four hours in advance.
- \* Tutors cannot guarantee that student performance in class will improve by a certain grade or percentage points simply from seeing a tutor. Faculty evaluate students' work and assign the final grade.

#### Tutorial Services Rules:

- \* Food, beverages, and/or tobacco products are not permitted in Tutorial Services.
- \* Cell phones/pagers must be turned off.
- \* Personal headsets must be inaudible to others in the area.
- \* Please limit socializing while in Tutorial Services. Students come here to study in a quiet, focused learning environment.
- \* Disruptive behavior will be cause for dismissal from Tutorial Services.
- \* Parents who bring children are responsible for their behavior.

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I understand that my compliance with the above policies and procedures will make the time I spend in Tutorial Services a pleasant and productive experience for everybody. I agree to comply with the Tutorial Services Terms and Conditions of Student Use.

\_\_\_\_\_  
User Signature

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Date