

Learning Assistance Center
Responsibilities and Guidelines for Students Receiving Tutoring

- Be on time for tutoring sessions. If you are going to be late or unable to attend a session, then contact your tutor ahead of time. ***If you miss three appointments, we reserve the right to cancel your tutor request.***
- Attend class regularly for the course in which you are receiving tutoring.
- You will be contacted by a tutor once one is assigned to your request. Please respond within ***two days*** to schedule a meeting time and location.
- Be prepared for each session. Come to each session with specific questions or problems in mind.
- Be knowledgeable about the WFU Honor Code. Your tutor may assist you in your academic work but cannot provide answers to specific questions about content. For example, your tutor will not translate sections of literature or provide answers to specific problems.
- Students should contact Donalee White, the Tutor Coordinator, at 336.758.5929 or by email at whitedg@wfu.edu if any problems arise during the semester. Both constructive and positive feedback is appreciated.
- Tutors will not be assigned during the last week of classes for both the fall and spring semesters. Please plan accordingly.
- You are not guaranteed a tutor for the semester. Availability of tutors for specific subjects varies from one semester to the next. LAC will provide every effort to locate a tutor within a reasonable amount of time. Academic counseling is also available in the LAC to students who wish to improve scholastic performance.
- You are allowed 2 one-hour tutoring sessions per week, per course.
- Remember that your faculty member is an excellent resource for academic assistance.

What to expect from your tutor:

- Your tutor should be on time for tutoring sessions.
- Your tutor should give you his / her full attention during sessions.
- Your tutor should plan ahead and be prepared for sessions.
- Your tutor should be knowledgeable about the specific subject matter.
- Your tutor should keep your tutoring sessions confidential.
- Your tutor should contact LAC if he / she is unable to contact you within 48 hours.