The University Learning Center

Learning Assistance Agreement

1. The University Learning Center is available for tutoring on a walk-in basis as well as by appointment. Appointments will be given first priority. Walk-in sessions will be held if tutors are available.

2. Tutoring sessions are for ½ hour unless a Letter of Accommodation from DSS has been received by the Director. Then, the maximum time is 1 hour per day.

3. You may schedule a combined maximum of one and one-half hours per week for all subjects for which you need assistance (DSS accommodated-3 hours).

4. Should an appointment need to be cancelled, you must notify the University Learning Center via telephone at least 1 hour prior to the appointment. The number is in your confirmation email. If you do not contact us an hour prior, the appointment will be marked as a “No Show’.

5. You will also be marked as a no-show and your appointment will be cancelled if you are 10 minutes or more late to an appointment.

6. If you have a total of 3 no-shows, you will no longer be able to schedule appointments for the rest of the semester. You may still receive tutoring, but only on a walk-in basis.

PLEASE BE CONSIDERATE OF YOUR FELLOW STUDENTS.