



## TUTORING CENTER AGREEMENT

1. The University Learning Center is available for tutoring on a walk-in basis as well as by appointment. Appointments will be given priority. Walk-in sessions will be held if tutors are available.
2. Tutoring sessions are for a ½ hour, up to three times a week for all subjects for which you need assistance. You may not make two 1/2 hour appointments for two different subjects on the same day.
3. The ULC appointment application uses “a count is a count” logic. That means any appointment made or canceled counts toward the above weekly allotment. The count starts over each week.
4. Should an appointment need to be canceled, you **must** notify the University Learning Center via telephone at least **1 hour** before the appointment. The number is in your confirmation email, and there is 24-hour messaging. 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 canceled 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.**