Student Guidelines for Participating in Online Tutoring

1. Do not wait or hesitate. Participate in tutoring sessions as early in the semester as possible.

2. Dress appropriately for your online session.

3. You are responsible for attending the sessions you schedule and cancelling in advance if you cannot make it. Students who repeatedly miss sessions without cancelling ahead of time, may have their access revoked or limited.

4. Do not book back-to-back sessions, this prevents other students from having a fair shot at working with a tutor and may lead to your access being sanctioned or revoked.

5. Make sure your technology is working properly. Contact the school if you do not have access to a working computer. Check with your local internet provider to learn about accessing free internet if needed while the school is closed.

6. Choose a location that is conducive to learning.

7. Read all pertinent material and try to work through your assignments before you tutoring. This way, you have something to build on with your tutor.

8. Ask your tutor about study skills.

9. Gather course materials such as books, notes and assignments.

10. Be patient, professional and respectful.

11. When you need a record of your attendance, find it in the "View Your Calendar" section of your account.