



Information for Students

Our Role

- Provide a welcoming, supportive environment where students can get assistance in most business, English, math, science, and general education classes offered at Clark College
- Provide skilled tutors who use a variety of strategies to help students understand course content, develop study skills, and utilize available resources

Student Role

- Students are expected to abide by the [Code of Student Conduct](#) at all times, especially those areas highlighted within our policies which affect the atmosphere and productivity of the center.

What to Bring

- A clear idea of what you want to accomplish—this could be specific questions or areas you want to focus on
- For papers, a hard copy of your draft or outline (if you've gotten this far)
- A copy of the prompt or assignment
- Other relevant materials, such as your textbook, class notes, instructor feedback, etc.
- Yourself—you may not send a proxy or substitute to the tutoring session

How to Get the Most Out of Tutoring

- Get started early. Don't get behind in your class or wait until just before a test or deadline to get help. We can help you better when it's not a last-minute crisis.
- Before you ask a tutor for help, spend a few minutes re-reading the question or assignment and trying it on your own. See if you can identify where you are unsure or confused. Tutors cannot walk you through every single problem.
- Be on time, even if you don't anticipate needing a full appointment.

- Always check-in with the desk staff, regardless of your reason for visiting the center. This ensures that everyone is being helped in order, and that we have accurate data on how the center is being used. Appointments will be matched up with the appropriate tutor at check-in.
- Prepare to be involved. Learning isn't a passive process, and neither is a tutoring session. You are the student; without your ideas and your input, there is little a tutor can do.
- Prepare to think. Tutors will not do the work for you, edit, correct, fix, or tell you what to write. They will help you think through the assignments and find approaches to completing it, building your skills and your confidence along the way.
- Allow enough time for tutoring. There is not always a tutor available for every subject, and tutors may be helping others. During busy hours, you may have to wait longer or come back at a different time. Appointments are strongly recommended, especially close to midterms and finals week.
- Be patient with the tutor and yourself. Some questions are not quickly or easily answered. Tutors may need to seek help from other staff or resources, or in some cases refer students back to the instructor for further clarification.
- Tutors can talk through possible approaches and resources to help you get started on your work where allowed. They do not:
 - provide feedback about grades
 - guarantee success in a class
 - assist with take-home exams, unless the instructor provides explicit written approval
 - correct assignments or edit papers
 - walk students through every problem on an assignment
- Leave time after your tutoring session to continue working on your assignment or reviewing.
- Attending class regularly is important for success. Tutors are not instructors, and tutoring cannot take the place of class time or make-up for missed class time. There will be times when your tutor will need to refer you back to your instructor.