
TUTEE PROCEDURES AND RESPONSIBILITIES

Please retain this sheet for your records

Thank you for your interest in obtaining a tutor through the Tutoring Center. In order to help the tutoring process function effectively, you are required to follow the procedures listed below. Please read the following carefully before completing the Tutoring Request Form.

1. You are not guaranteed assignment of a tutor; however, the Tutoring Center will do its best to match your request within a reasonable amount of time. Please allow **5 business days** for your request for individual tutoring to be matched with an available tutor. **Note:** Tutors in upper level courses are more difficult to find and may take longer to match. While waiting, we suggest:
 - a. Attending open group tutoring sessions. Times and dates are available upon request (also available on the Tutoring Center website at <http://www.millersville.edu/tutoringcenter/schedules/index.php>)
 - b. Meeting with your professor during office hours to receive help
 - c. Asking a classmate or friend for help
2. You will be notified via your MU e-mail when a tutor has been assigned to you. Your contact information will be given to the tutor.
3. Once your contact information has been released, you are free to meet with your tutor every week for up to one (1) hour for every credit hour of class (example: a 3 credit class allows you up to 3 hours per week of tutoring).
4. All tutoring sessions must take place in a public place, such as the library, and may **not** take place in a residence hall room, apartment, or home.
5. Inappropriate conduct may result in immediate termination of tutoring services.
6. If any problems in the tutoring relationship arise, (i.e., scheduling conflicts, personal conflicts, inappropriate conduct, etc.) please contact the Tutoring Center immediately at 717-871-2420 or via e-mail at tutoringcenter@millersville.edu.
7. It is your responsibility to show up for the tutoring session with specific questions, problems, complete assignments, notes, textbooks, and other course-related materials. Tutors will be available to clarify information, answer questions, explain problem-solving methods, and provide similar help. **Tutors will not do problems, reports, or other assignments for you.**
8. If you are unable to attend a scheduled meeting with your tutor, contact him/her immediately and cancel the meeting. Missed appointments strain the relationship. **Missing two (2) tutoring sessions without notice will result in you having to re-apply for a tutor.**
9. Tutees will be surveyed to report their experiences with MU tutors.