ASC TUTORING POLICY

• Walk-in tutoring sessions are for **30 minutes**. If you need more time, you will need to schedule an appointment-based session in TutorTrac.

• You are allowed a **maximum** of one (1) hour of tutoring **per day**, per subject. This includes Walk-In tutoring which is limited to 30 minute sessions.

• You are allowed a **maximum** of two (2) hours of tutoring **per week**, per subject. This includes Walk-In tutoring which is limited to 30 minute sessions.

• If you do not show up for your appointment, it will be considered a “**Missed**” appointment.

• Appointments cancelled with **less than 4 hours of notice** will be considered a “**Missed**” appointment.

• Two (2) “**Missed**” appointments will result in the loss of appointment-based tutoring privileges. You will be limited to “**Walk-In**” tutoring only for the remainder of the current semester.

• With 2 “**Missed**” appointments, TutorTrac will no longer allow you to make appointments, and all previously scheduled appointments (including Standing Appointments) will be cancelled.

• Appointments cancelled or rescheduled **more than 4 hours** before the appointment time will be considered a “**Cancelled**” appointment.

• There is no penalty for appointments “**Cancelled**” or rescheduled appointments with **more than 4 hours of notice**.

• If you are more than **15 minutes late** for your scheduled appointment, you risk losing your appointment time. Your tutor may be assigned to another student or may no longer be in the Tutoring Center.