Welcome to Student Tutoring Services!

This brochure contains important tips that will help you make the most of your tutoring experience.

How does the coupon system work?

Undergraduate students have the opportunity to receive coupons worth 2 hours of free tutoring each week. You will also receive a list of tutor names, phone numbers and e-mail addresses for the requested class. Coupons have expiration dates and must be used before the date listed on the coupon. It is your responsibility to contact the tutor and make an appointment.

Tips for securing a tutor:

* DON’T WAIT until right before a test to decide you need tutoring help! Tutors are instructed to return your call or e-mail within 48 hours. Most should be able to meet you within the week of your request.

* If you don’t hear back from the tutor, try again. They are busy students too.

* Vary your method of contacting the tutors. Tutors at the bottom of the list may not receive as many calls.

* SPEAK CLEARLY! When leaving a message for your tutor, leave specific days and times that fit your schedule, so the tutor can check his/her calendar before returning your message. When you call, leave your NAME, PHONE NUMBER, E-MAIL and SPECIFIC COURSE with which you need help. Call between the hours of 10:00 a.m. and 10:00 p.m.

* To avoid confusion when e-mailing a tutor, write “TUTOR REQUEST” in the subject line. It is always best to use your Bradley account to contact a tutor. Consider contacting multiple tutors. E-mail each one separately or blind-copy the tutors.

* STUDY GROUPS: If a tutor is pressed for time, he/she may be more willing to meet with a group of students rather than making individual appointments.

Where do we meet?

All tutoring is done in public locations on the Bradley campus.

Tips for making the most of your session:

* Come to the session ON TIME. Tutors generally leave after waiting 15 minutes.

* Bring a list of challenging problems and questions you would like to ask your tutor.

* Bring your textbook, class notes, syllabus, completed homework, past tests and quizzes, hilghter, paper, pencil or pen.

* You MUST bring your tutoring coupon or student-athlete tutor report to “pay” the tutor. The tutor reserves the option to cancel the session if you fail to bring your method of payment. You DO have the option of paying the tutor in cash.

* Peruse the test files in the Center for Learning Assistance to see if old tests are available.

* If you know your learning style, let your tutor know. The tutor can adapt the session to your needs.

* Tutors will give you recommendations to help you become a more efficient student by offering time management techniques and organizational strategies. They will also give you suggestions and hints to complement your work. Tutors will NOT do the work for you.

* Tutors can give you information regarding resources available on campus.

Who are the tutors?

The tutors are Bradley undergraduate and graduate students who have a minimum GPA of 2.75. Preference for hiring has been given to those students who have taken the classes they tutor at Bradley. Tutors must have received an A or B for a final grade in the class being tutored.

What if we don’t have a tutor for your course?

Every effort will be made to locate a tutor for you. Tutor request forms are available from the Center for Learning Assistance receptionist. This request must be made a minimum of three weeks prior to the beginning of final exam week.
The tutor expects that you will:

* **GO TO CLASS!!**

* Seek assistance from your professor prior to meeting with the tutor.

* Have your material read before the tutoring session.

* Understand what is expected from you in the class.

* Do your homework/have a rough draft written/work your problems BEFORE your tutoring appointment.

* Know your test/quiz dates and assignment due dates so you can pace yourself and avoid cramming.

**Is there other tutoring available?**

Yes, contact the receptionist of the Center for Learning Assistance at 677-3654 and she will inform you of the tutoring available from the various departments on campus. Walk-in math tutoring is available. See our website for times and locations: [www.bradley.edu/students/support/tutorinfo.html](http://www.bradley.edu/students/support/tutorinfo.html)

**Questions/Concerns/Comments?**

Communication with the coordinator is encouraged. Please contact Dr. Susan Rapp at 677-4357 or susan@bradley.edu with any questions, concerns or comments.

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**TUTORING APPOINTMENT**

**Course:** ______________________

**Tutor Name:** ___________________

**Phone #:** ______________________

**E-Mail:** ________________________

**Day:** _________________________

**Time:** _________________________

**Location:** ______________________

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**Cancellation/No-Show Policy**

If you are unable to make the scheduled appointment time and do not call to cancel, you are considered a no-show. Unless there are extenuating circumstances, you will not be allowed to make further appointments after three no-shows. To cancel an appointment, call the tutor first. If you do not “connect” with the tutor, write an e-mail. If the tutor does not respond, contact the Center for Learning Assistance at 677-3654 and ask that a cancellation notice be posted on the tutoring coordinator’s door. If your tutor must cancel an appointment, he/she will make every effort to contact you using the same procedure.

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**Student Tutoring Services**

**Cullom-Davis Library**
**3rd Floor**
**309-677-3654**

Open Mon.-Fri. 8:30-5:00
Closed Sat. and Sun.

[www.bradley.edu/students/support/tutorinfo.html](http://www.bradley.edu/students/support/tutorinfo.html)