

HOW TO MAKE A TUTORING APPOINTMENT



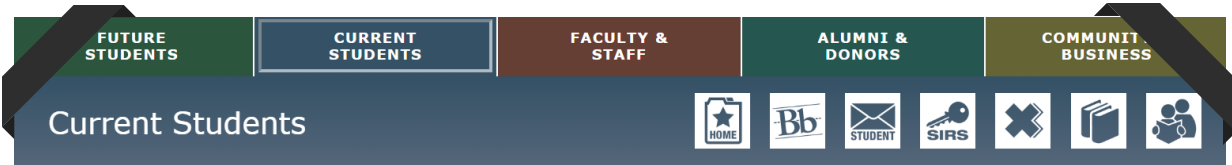
1



GO TO MVCC.EDU.

CLICK ON THE CURRENT STUDENTS TAB.

2



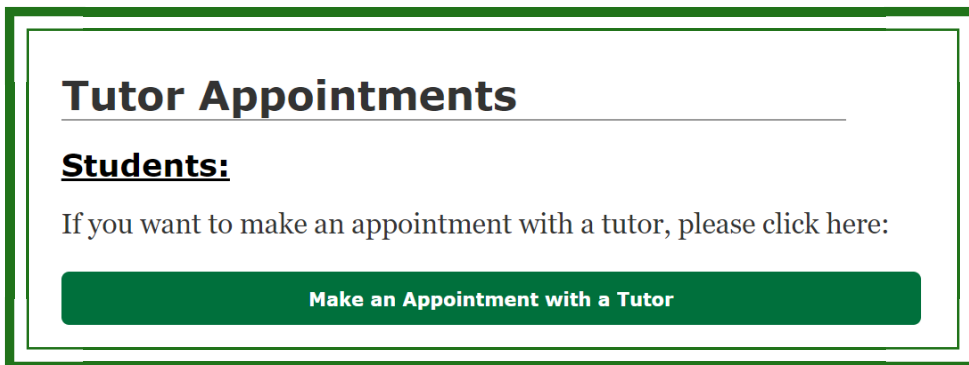
3

CLICK ON THE TUTORING ICON.



SELECT *MAKE AN APPOINTMENT WITH A TUTOR*.

4



ENTER YOUR M NUMBER.



SELECT A COURSE.



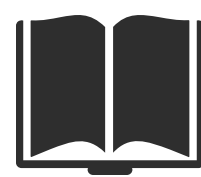
SELECT A CAMPUS.



5



CHOOSE TO MEET WITH A WRITING OR CONTENT TUTOR.



WRITING TUTORS ASSIST IN THE DEVELOPMENT OF ALL WRITING. CONTENT TUTORS HAVE RECEIVED AN A OR B AND AN INSTRUCTOR RECOMMENDATION TO TUTOR THE COURSE.

6

SELECT A TUTOR TO WORK WITH.



CLICK ON AN EMPTY BOX TO MAKE A HALF-HOUR APPOINTMENT.

7

IF NO APPOINTMENTS MATCH YOUR AVAILABILITY, USE THE BUTTON AT THE TOP OF THE SCREEN TO SELECT A NEW TUTOR.

CONFIRM YOUR APPOINTMENT.

FAQ

FREQUENTLY ASKED QUESTIONS

Q: WHO CAN I GO TO FOR HELP WITH SETTING UP A TUTORING APPOINTMENT?

A: CALL COLLEGE SERVICE ASSOCIATE, STEFFANI AT **315.792.5517** OR STOP BY ONE OF OUR LOCATIONS AND ASK AT THE FRONT DESK.



Q: WHERE WILL MY TUTOR BE LOCATED?

A: **UTICA CAMPUS** TUTORS ARE LOCATED IN THE MATH LAB, WRITING LAB, OR IN THE BLUE CHAIRS OF THE COMMON AREA OF ROOM 129 IN THE **INFORMATION TECHNOLOGY (IT) BUILDING**.



A: **ROME CAMPUS** TUTORS ARE LOCATED IN THE READING LAB OR MATH LAB IN ROOM 102 IN **PLUMLEY COMPLEX**.

Q: CAN I HAVE AN APPOINTMENT LONGER THAN 30 MINUTES?

A: MAYBE, STUDENTS REGISTERED WITH THE **OFFICE OF ACCESSIBILITY RESOURCES (OAR)** SOMETIMES QUALIFY FOR ADDITIONAL TUTORING TIME. VISIT THE OAR OFFICE IN **PAYNE HALL 104H** TO FIND OUT MORE.



Q: CAN I HAVE MORE THAN ONE APPOINTMENT A DAY?

A: YES, ALL STUDENTS CAN WORK WITH UP TO THREE DIFFERENT TUTORS A DAY AND CAN SEE ANY INDIVIDUAL TUTOR UP TO THREE TIMES A WEEK.



Q: DO YOU ACCEPT WALK-INS?

A: THE MATH LAB ACCEPTS WALK-INS AND SCHEDULED APPOINTMENTS. WRITING AND CONTENT TUTORS WORK PRIMARILY BY APPOINTMENT BUT WILL ACCEPT WALK-INS IF THEY HAVE NO STUDENTS SCHEDULED.



Q: CAN I BRING IN MY TAKE HOME EXAM?

A: WHILE YOU MAY WORK ON TAKE-HOME EXAMS IN THE COMMONS, TUTORS CANNOT ASSIST YOU WITHOUT WRITTEN INSTRUCTOR PERMISSION.



Q: CAN SOMEONE PROOFREAD MY PAPER?

A: ALTHOUGH WE DON'T OFFER A PROOFREADING SERVICE, WRITING TUTORS WILL HELP YOU FIGURE OUT WHAT TO FOCUS ON IN YOUR REVISION, ASSIST YOU IN IDENTIFYING PATTERNS OF ERROR, AND GIVE YOU TIPS AND TOOLS TO HELP YOU CORRECT THOSE ERRORS.



Q: WHAT HAPPENS IF I CAN'T COME TO MY APPOINTMENT?

A: YOU MAY CANCEL YOUR APPOINTMENT ONLINE UP TO AN HOUR BEFORE IT IS SCHEDULED TO BEGIN. FOR LAST MINUTE CANCELLATIONS, CALL **315.792.5517** OR COME IN. IF YOU MISS THREE APPOINTMENTS WITHOUT CANCELING, YOU WILL BE BLOCKED FROM MAKING FUTURE APPOINTMENTS AND MUST MEET WITH DIRECTOR ROSIC TO DISCUSS FURTHER TUTORING.

