Policy for Scheduling Appointments with Psychology Tutors in the Learning Center

For the **first 12 weeks** of the regular semester:

- Tutees may schedule appointments up to 1 hour per day in TLC.
- Tutees may drop in to TLC to work with tutors (or stay after their scheduled appointment) for up to 1 additional hour per day *provided the tutors do not have appointments*.
- The Learning Center and the Faculty Advisor for the Peer Tutoring program reserve the right to adjust these policies in specific cases. This may include reducing the amount of time tutees can schedule appointments, particularly in cases where the above policies are abused.

For the **final 4 weeks** of regular semester:

- Tutees may schedule 1 appointment per week in TLC. If the tutee wishes an additional session, they may call the day they want to come in and *if* there are appointments available, they may schedule one for that day, not to exceed 2 hours in 1 week.

- The Learning Center and the Faculty Advisor for the Peer Tutoring program reserve the right to adjust these policies in specific cases. This may include reducing the amount of time tutees can schedule appointments, particularly in cases where the above policies are abused.

**Walk-in Policy**

- Tutees are welcome to drop-in for tutoring. However, if a tutor is working with a tutee who scheduled an appointment, the walk-in should be prepared to wait or to schedule an appointment with a tutor. Tutors will finish appointments with scheduled tutees before accommodating drop-in tutees. Walk-ins will be eligible for 20 minutes with a tutor on a first come, first served basis providing the tutor is available. At all times walk-in tutees are welcome to work with each other away from the psych tutoring area.

**Group Tutoring**

- Multiple tutees who are working on the same assignment/content can schedule appointments or drop in as a group. This is the only case in which tutors should be working with more than one tutee at a time.