

LBCC Tutoring Program and Writing Center Registration Agreement Guidelines

Tutoring Program Guidelines

- I agree to attend class and I will not schedule tutoring appointments during class.
- I understand that the Tutor Coordinator will contact my instructor in order to verify my class attendance.
- I agree to not schedule more than one appointment per day unless it is for a different subject and a different tutor. I understand appointments are made at least 24 hrs. in advance.
- I agree to arrive on time. I understand that if I am more than five minutes late, my appointment will then be considered a **no-show** and my appointment may be given to someone else.
- I agree to cancel my tutoring appointments at least two hours in advance. I understand that not attending a tutoring appointment without canceling is a **no-show**. I understand that after **one no-show**, I will lose my tutoring eligibility for **TWO WEEKS** (*you will be notified by email of your ineligibility status*).
- I agree to bring my textbook and course materials to each tutoring session. I also agree to let my tutor know how to help me most effectively, including what topics I would like to cover.

LBCC Albany Writing Center Guidelines

- I agree to log in on the Writing Center kiosk every time I use the Writing Center, whether for drop-in help or a 30-minute appointment.
- I agree to bring my assignment when I visit the Writing Center and to think about how the Writing Assistant can help me most effectively.
- I agree to not schedule more than **one appointment per day** or more than **three appointments per week** (drop-in sessions and usage of the online writing lab (OWL) are not limited).
- I agree to arrive on time for a 30-minute appointment. I understand that if I am more than five minutes late, I will lose the appointment time and the Writing Assistant will work with drop-in students.
- I agree to cancel my Writing Center appointments at least two hours in advance. I understand that not attending a tutoring appointment without canceling is a **no-show**. I understand that after **one no-show** I will be ineligible to set up a Writing Center appointment for **TWO WEEKS** (*you will be notified by email of your ineligibility status*).
- I understand that if I am ineligible to use the appointment services, I will still be able to drop-in to use the Writing Center and/or submit work to the Online Writing Lab (OWL).

If you are registered with the Center for Accessibility Resources, submit a copy of your accommodations plan to Sheri McIntyre, Tutoring Program Coordinator, in WH 229 **before** using Tutoring or Writing Center services.