GENERAL POLICIES

- The Tutoring Center will recognize all NCC policies as they apply to students, tutors and faculty members
- All tutoring services must be completed on campus
- Drop-in tutoring is done on a first come, first serve basis
- All complaints regarding the tutoring services will be taken seriously and thoroughly investigated
- Current semester needs and the budget will dictate the subjects offered for which tutoring will be offered.

TUTOR RESPONSIBILITIES

The NCC tutor’s role is to supplement classroom instruction but not to complete the students’ work, writing and/or examinations for them.

The responsibilities of a tutor are to:
- Treat students respectfully
- Uphold confidentiality of each student
- Arrive on time for schedule tutoring sessions
- Remind each student to come prepared with notes, textbook, and questions
- Encourage the student to seek additional assistance from his/her instructor
- Explain study skills relevant to the subject matter
- Clarify concepts using textbook examples
- Maintain accurate records for each tutoring session

STUDENT-TUTEE RESPONSIBILITIES

The responsibilities of NCC student-tutee are to:
- Treat tutors respectfully
- Maintain regular class attendance in subject area that is being tutored
- Contact the course instructor for additional assistance
- Complete their work to the best of their ability by utilizing class notes, textbook, videos and other resources prior to tutoring