

# TUTORING POLICIES:

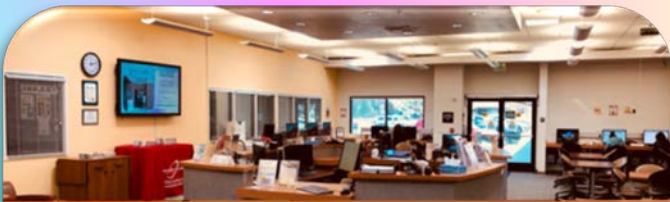
- All students entering the TLC are required to sign in and sign out using the computers at the front desk.
- Tutoring is on a first-come, first-served walk-in basis. You must sign up on the tutoring signup sheets to receive tutoring. Your name will be called twice, if you are not present, you will be considered a “no-show” and the next student will be called.
- We do not provide tutoring for classes you are taking at another school or for classes in which you are not currently enrolled.
- Tutors can help you make sense of what you do not understand, but they will not replace your instructors.
- Tutors can show you how to find the right answers, but they will not just give you the answers.
- Tutors can review the homework that you have completed so that you can see your successes and failures, but they will not do your homework for you.
- Tutors can help you learn how to read your textbooks for understanding, but they will not explain something that you have not read.
- Tutors can help you achieve your learning goals. They will expect nothing less than your best effort, and neither should you!

## WRITING TUTORING POLICIES:

- Sessions are up to 30 minutes max.
- You can sign up for 2 full sessions max a day.
- For full sessions, please wait at least 1 hour before signing up again.

## MATH TUTORING POLICIES:

- Sessions are up to 20 minutes max.
- You can sign up for 3 full sessions max a day.
- For full sessions, please wait at least 45 minutes before signing up again.
- For rapid sessions, students can sign up multiple times a day.
- Remember, you must sign up every time, even for quick math questions.



**TLC Escondido**  
Teaching and Learning Center