TUTORING AREA RULES

Tutoring for many disciplines is available on a drop-in basis. Bring the materials you need to effectively study with the tutor such as textbooks, study guides, assignment sheets, etc. The computers in the Learning Resources Center's tutoring area are to be used only for tutoring related activities.

Arriving:

- On arriving, check in at the front desk by swiping your ID card with a current sticker at the check-in station.
- Go to the table with a tutor for the subject you would like assistance in.
- Sign your name on the tutor's sign-in sheet and wait for your name to be called.

While Here:

- Work quietly so other students are not disturbed.
- Turn off or silence all cell phones and pagers.
- Use computers only for activities with a tutor.
- Leave your work area clean.
- If you used a computer, log off but do not turn off the power.
- Take responsibility for your personal property. Staff cannot be responsible for your belongings.
- Notify the staff immediately of any computer problems.

Students Should Not:

- Bring food or drink into the Tutoring Center.
- Bring children into the Tutoring Center.
- Bring "guests" (i.e., friends, relatives, non-El Camino College guests) to the Tutoring Center.
- Change settings on the computers.
- Attempt to fix any computer problems.
- Turn off the computer (CPU) upon leaving.
- Connect any external equipment or laptops into the El Camino College network.

Failure to Follow the Rules:

- After two warnings (one verbal, on written), failure to abide by the rules will result in your being suspended from the lab.
- The Library reserves the right to suspend a student without warning if the disruption is significant.