

TUTORING PROGRAM RULES

Tutees must be currently enrolled at El Camino College to meet with a tutor in the Learning Resources Center (LRC). The LRC does not provide tutoring for classes tutees are taking at another school or for classes in which tutees are not currently enrolled.

Tutoring for many disciplines is available on a drop-in basis. Bring the materials to effectively study with a tutor such as textbooks, study guides, assignment sheets, etc.

Tutors do not do homework assignments or give answers.

For the computers in the tutoring area, priority is given to tutees who are working with a tutor.

Tutees must check-in the CI Track station at the front counter by swiping their El Camino student ID card with a current sticker. Then click on one of the courses on the screen and go to the appropriate tutoring table. Sign the tutor's sign-in sheet and wait for to be called. Tutees will meet with a tutor in the order indicated on the sign-in sheet.

Tutors may limit a tutoring session to 15 minutes when students are waiting. Tutors may limit any tutoring session to a total of 30 minutes.

Tutors are not expected to stay beyond their scheduled time.

General Learning Resources Center (BSSC, LMTC, Tutoring Program) Rules

1. Standards of Student Conduct, AP 5500, must be followed.
2. Turn off or silence all cell phones.
3. Follow the Library Learning Resources' rules for food and drinks.
4. Take responsibility for personal property. Staff cannot be responsible for belongings.
5. Do not bring guests (friends, relatives, non-El Camino College students) or children to the tutoring area, Basic Skills Study Center (BSSC), or Library Media Technology Center (LMTC).
6. A student ID card is required to use a computer in the Basic Skills Study Center. A student ID card is not required to use a computer in the Library Media Technology Center.