GUIDELINES FOR USING TUTORS - 2012

Office of Student Services
Midwestern University

It is your responsibility to contact your tutor as soon as possible. Please be aware that the tutor has also been given your name and contact information.

Together, you will decide upon a mutually agreeable meeting time and place. Please make your needs clear to the tutor in the beginning. If you would like to meet several times per week, share this with your tutor. Your tutor will give you an idea of how much time he/she has available for you.

When arranging sessions with your tutor, please realize that he/she has a busy schedule and offer some flexibility in the scheduling of sessions. Likewise, if you must cancel a session, please give plenty of notice.

Tutoring is not a substitute for attending class, and tutors are not faculty members. You are expected to attend all lecture and lab sessions in the course for which you are receiving tutoring. Student Services will ask faculty to monitor your attendance, and repeated absences will result in loss of your tutoring privilege.

In addition to tutoring, sessions on Successful Strategies for Lifelong Learning are also offered and attendance is mandatory for all students receiving tutoring. Unexcused absences from these sessions will result in losing tutoring services. Contact Carrie Torgerson prior to the session’s start at the email address or phone number listed below if you are unable to attend. In the case of an emergency, please contact Ms. Torgerson when able.

You are not responsible for paying the tutor; your College supports the tutor program.

Please be aware that there is a limited pool of tutors available. If your academic performance indicates that you no longer require tutoring, you may lose your tutor so that students who are in greater academic jeopardy can receive assistance. Due to the limited number of tutors, it may be necessary for you to be tutored in a group session. Please be respectful of the needs of the other students in the group, and practice common courtesy.

If you are having any problems or concerns about your tutor, contact Carrie Torgerson, Assistant Dean for Student Services, at 630-515-7142 or ctorge@midwestern.edu. Depending upon availability, it may be possible that another tutor can be assigned to you.

If you decide that you no longer need tutoring services, please inform both your tutor and Carrie Torgerson. This will enable your tutor to be assigned to another student in need.