

UNIVERSITY TUTORING SERVICES

Student Contract

- Students must be registered in the course for which they request tutoring.
- Students who have received a C or lower on an examination in the course for which they request tutoring will receive priority for tutoring services.
- Students must complete the Request for Tutoring form prior to beginning tutoring.
- Communication with UTS will occur via UMMC email. Students should check their UMMC email regularly.
- Neither students nor tutors are allowed to request specific tutoring assignments.
- Tutoring may be provided face-to-face or via phone or video conference (e.g., Zoom, WebEx).
- Face-to-face tutoring services must occur on UMMC's property (e.g., library, student union).
- Tutors are expected to provide tutoring for one subject to groups of two or more students when possible. However, the tutor can provide individual tutoring when only one student has been assigned or if there are extenuating circumstances.
- Students cannot receive more than 25 hours of tutoring per semester. Students are responsible for tracking their hours and not exceeding their limits.
- Students and tutors must arrive on time to tutoring sessions and must provide 24 hours notice when canceling or rescheduling sessions.
- Students are considered a no show if they do not arrive within 15 minutes of the scheduled session time. Two no shows may result in the loss of tutoring privileges for the remainder of the semester.
- Students must arrive to tutor sessions prepared with specific questions and all necessary study materials.
- Students must electronically verify that tutoring sessions occurred as documented by their tutors as quickly as possible, preferably on the day that the tutoring service was provided. Students may verify sessions by accessing the Student Portal.
- Students who do not verify their tutoring sessions by the end of the pay period may lose tutoring privileges.
- Tutors will only receive payment for students directly assigned by UTS. All tutoring assignments are terminated on the final day of each course.
- Students must complete an evaluation of each tutor upon termination of tutoring services.

By accepting tutoring services, you are agreeing to abide by the rules described above and understand that your failure to do so may result in the loss of tutoring privileges.