What Happens When a Student Submits a Tutor Request?

A student submits a request for a tutor at www.utica.edu/tutoring.

The Tutorial Coordinator receives the request.

There is an available individual peer tutor to fill this request.

The Tutorial Coordinator connects the student with the tutor using the online tutoring system.

The student and the tutor will immediately receive an email with one another’s names and email addresses.

The tutor must contact the tutee within 2 days to schedule the first tutoring session. The tutor and tutee should only communicate via email and Google Calendar.

The tutor and tutee begin meeting on a mandatory weekly basis, for up to 2 hours each week, through the end of final exams or until the tutee determines that he/she is no longer in need of tutoring for this course.

An individual peer tutor is not available, but a group peer or professional tutor is available.

The Tutorial Coordinator connects the student with the tutor using the online tutoring system.

The student will receive an email with the tutor’s name as well as the date/time/location of the group tutoring session.

While the student seeks help from the group tutor, the Tutorial Coordinator tries to recruit and hire an individual peer tutor to fill this request.

If no student accepts the position, the tutee may continue to meet with the group tutor or the Tutorial Coordinator directs the tutee to other available resources.

There is not an available individual, group or professional tutor to fill this request.

The Tutorial Coordinator advises the student to meet with his/her professor while trying to recruit and hire a tutor to fill this request.

If no student accepts the position, the Tutorial Coordinator directs the student to other available resources.