

Academic Tutoring Center
Student Guide
Asnuntuck Community College, Room 119
Fall & Spring Hours of operation *: Mon. -Thurs. 9 – 7; Fri. 9 – 2; Sat. 9 – 3
860-253-3164

Scheduling an Appointment

- 1) You should schedule appointments for tutoring **in advance**, except during the math hours marked with an asterisk * when you can drop in.
- 2) The services of the Academic Tutoring Center are available, at no cost, to currently enrolled Asnuntuck students and sessions last for 45 minutes.
- 3) If you are late for a session, the time **will not** be added to the end of your session. In other words, if your session is scheduled for 10:15 AM – 11:00 AM and you do not arrive until 10:25 AM, your session will still end at 11:00 AM. In addition, if you are more than 10 minutes late, your scheduled time may be offered to another student.
- 4) Tutoring sessions will not be scheduled more than one week in advance. We do not schedule standing appointments.
- 5) **Math Drop-In Sessions** are held Monday to Thursday, from 2:00 PM – 7:00 PM, and on Saturday from 9:00 AM – 3:00 PM. **No individual tutoring sessions are scheduled during these times.**
- 6) If you cannot attend your scheduled session, please call the Academic Tutoring Center to cancel. The phone number is 860-253-3164.
- 7) **E-Tutoring:** If your schedule does not coincide with the ATC schedule, please try online tutoring at www.eTutoringonline.org. Online tutoring is available in math, writing, accounting, statistics, biology, chemistry, and anatomy and physiology. Please note: eTutoring is only available during Fall & Spring semesters.
- 8) **Come to your scheduled session prepared.** In addition to a copy of the assignment/s you are working on, bring the course syllabus, text/s, and your notes. Please complete the assigned readings and come prepared with your questions.

Noise

- 1) The ATC is a place that students use to study; therefore, loud, extended conversations should be kept to a minimum—please be considerate of others. If your conversation is disruptive, you will be asked to leave the ATC.
- 2) Cell phones should be shut off during your tutoring session. If you are expecting an important phone call, place your phone on vibrate and answer the call outside of the library in the main hallway.
- 3) Be aware of headphone volume—if the audio is loud enough to be heard by those around you, please turn it down.

Food and Drinks

Food is not allowed in the ATC. If you bring a drink into the Academic Tutoring Center, please make sure it has a lid. Please be considerate of other students and staff. **Pickup after yourself.** There are wastebaskets located by the entrance into the Academic Tutoring Center, and there is an additional wastebasket located by the copy machine.

Copy Machine/Printing

- The copy machine is for tutor use only. There is a copy machine in the library students can use for 10 cents a page.
- Students receive 350 free computer prints per semester. To reset your print quota, please see a Librarian.

*Please call 860-253-3164 for summer schedule details.