

## MATH LAB TUTORING POLICY

The personnel in the Math Lab are not to be used to replace a missed lecture. If you have missed a lecture, please take advantage of the supplemental materials that support your textbook like the DVD lectures and computer tutorials. **The tutors may assist you in troublesome spots only.** Please do not come to the Math Lab 15 minutes before a quiz or test and ask for extensive help.

❖ *Before asking a tutor for help:*

1. Read the text material thoroughly.
2. Work the examples in the book.
3. Try to work the practice and assigned problems.

❖ *Asking a tutor for help:*

1. If the question is from your textbook, then please be prepared to show your work and your textbook to the tutor.
2. If the question is from the computer, then please tell this to the tutor and be able to share your computer screen. The tutor will need verify the question.
3. If a math question requires the use of a graphing calculator, instructors/tutors are *not required* to help.

❖ *Tutors can only assist you in certain areas.*

**Tutoring on non-text material is very limited.**

Assistance will be available on worksheets, review sheets, and exam study guides that have the printed answers/solutions AND have written consent for your instructor. Assistance on the use of calculators will be limited.

Otherwise, help is **never available** on take-home quizzes/tests, graded quizzes/tests, extra credit assignments, or projects.