

Helping Students Succeed, One at a time

TUTORIAL CENTER

The Tutorial Center offers free tutoring to currently enrolled Pacific students in a variety of subjects. Our mission is help students become independent, self-confident and efficient learners. We assist students in successfully meeting the academic standards of the University, as well as their own educational and personal goals through on-going tutoring support.

WHO ARE OUR TUTORS?

Tutors are sophomores, juniors, seniors, or graduate students who: have succeeded academically in the class they are tutoring; who have completed a tutor training program; and who have been recommended by their Professors. Our tutors possess the important qualities of patience, excellent interpersonal skills, and the ability to communicate clearly. To become a tutor, please pick up a tutor application form in the Tutorial Center.

TYPES OF TUTORING

Scheduled

One-on-one tutoring with one hour increments
Must be made in person no more than 3 weeks in advance
8:30 AM-12:00 PM appointments must be made no later than the night before
Same day appointments must be made before 12:00 PM

Open Hours

No appointment-needed, first come, first served basis
Sign in with tutorial clerk upon arrival
Not guaranteed one-on-one attention; it may be a group session

Special Appointments

The center staff will do their best to contact tutors to schedule a special appointment when Open Hours are full. Please note that while most of the time our tutors are able to make special appointments, this is not a guarantee.

FREQUENTLY ASKED QUESTIONS

How do I sign up for a tutor?

Stop by the center and sign up for an available appointment time with the clerk. All tutoring sessions take place in Bannister Hall during the center's hours. Tutoring may be done outside of Bannister Hall, but requires the Tutorial Coordinator's approval prior to the appointment.

Should I make an appointment, or just drop by?

We encourage you to make an appointment. Tutoring appointments can be harder to make during busy times in the semester, so schedule early and keep the appointment. Scheduling an appointment guarantees you a spot with the tutor, only if you are on time. You can drop in anytime, but you are not guaranteed an appointment with a tutor if there are other students are waiting.

Can I schedule two appointments in a row?

No, not usually. If you need help in two different courses, then two appointments can be made. Our tutoring services are in high demand, so we cannot allow students to make two back-to-back appointments with the same tutor. Instead, we encourage you to get as much done as you can in the first appointment, and schedule a follow-up for a day or two later. Please understand that other students also need tutoring time as much as you do.

How do I request a tutor for a subject that is not offered.

Fill out all the required information on the Requests for Tutors Form. We will do our best to find a tutor in the subject you have requested, though we cannot guarantee that one will be found. This process usually takes 2-3 weeks.

How do I cancel an appointment?

All appointments must be cancelled either in person or by phone at least 24 hours in advance; any time after is considered a "No Show."

What is a "No-Show" and how many can I have?

A "No Show" is when a student is more than 15 minutes late for an appointment or fails to show and does not notify the center 24 hours in advance. Tutees are allowed (3) "No-Shows" each semester. After the third "No-Show," tutoring privileges will be revoked for the semester.

How many appointments can I have?

At any given time, students are only allowed to have 3 appointments scheduled.

The only tutor for my subject area has hours when I am in class. What can I do to get help in this subject?

Although our tutors have scheduled tutoring times, special appointments can be arranged. Stop by the center and ask the clerk to contact the tutor to arrange the special appointment.

When should I come to the tutoring center?

As soon as possible! We ask that you do not wait until the day (or day before) a paper is due or your test will be given.

**SPRING 2009
OPEN HOURS**

TUTOR & SUBJECTS	DAY & TIME
Ann Mazzaferro Writing	Sundays 7:00-9:00 PM
BHS & TRI BETA (Various Biology courses—Check with clerk for schedule & subjects)	Tuesdays & Wednesdays 7:00-9:00 PM
Chemistry Fraternity (Various Chemistry courses—Check with clerk for schedule & subjects)	Wednesdays 7:00-9:00 PM
Christine Le English, Writing, & Education Phil: 61	Mondays 5:30-7:30 PM
David Yup Bio: 51, 61, 145 Chem: 121, 123	Tuesdays: 7-9 PM
Eliana Cetto Arth: 114, 124	Thursdays 12:00-1:00 PM
Jan Zhang Bio: 145 , 147; Math: 37 Busi: 31, 33, 107, 109, 211 Econ: 53, 55; Comm: 27	Wednesdays 6:00-9:00 PM Sundays 4:00-7:00 PM
Jose Vargas Chem: 23, 25; Engr: 20 Phys: 17, 23, 25, 53 Math: 55 and below (excluding Math 37)	Thursdays 7:00-9:00 PM
Laura Nulty Comm: 27, 31, 43, 147, 193b English & Writing; Psys: 53	Tuesdays 6:00-8:00 PM
Phil Hutcheon English & Writing	Fridays 3:00-5:00 PM
Rosa Lee Chem: 25, 27, 121, & 141 Phys: 17 Math: 37	Tuesdays & Wednesdays 6:00-9:00 PM Sundays 5:00-8:00 PM
Stephanie Larson French & Spanish 11a, 11b Biol: 41; Math: 161 Phys: 17 Writing & Education	Wednesdays and Thursdays 6:00-9:00 PM Sundays 4:00-7:00 PM

For more information,
please contact:

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Visit our website:
<http://web.pacific.edu/x10597.xml>

HOURS

Mon.-Thurs: 8:30 AM-9:00 PM
Fri: 8:30 AM-5:00 PM
Sun: 4:00 PM-9:00 PM

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UNIVERSITY OF THE
PACIFIC

EDUCATIONAL RESOURCE CENTER

TUTORIAL CENTER

(209) 946-2437

**Gladys L. Benerd
School of Education**

The Educational Resource Center
An academic unit in the
Gladys L. Benerd School of Education