

Barstow Community College

Tutoring Agreement

To receive free tutoring services from Barstow Community College, you must agree to the following terms and conditions. By signing below, you acknowledge and agree to these guidelines.

Tutoring Session Guidelines

- Sessions are limited to 45 minutes per day, with a maximum of four sessions per week. Back-to-back appointments are not permitted.
- Students with an Academic Accommodation Plan must submit it when scheduling for accommodations to apply.
- Arrive on time. If unable to attend, notify your tutor or TLSC staff 24 hours in advance (TLSC@barstow.edu).
- If more than 15 minutes late without notice, the appointment will be marked as a 'no-show.'
- Bring all necessary course materials (e.g., textbooks, notes, calculator, syllabus, etc.).
- Tutors can only assist in their approved subject areas; students will be referred if help is needed elsewhere.
- Tutors may guide, explain, and clarify but will not complete assignments, provide answers, write papers, or assist with quizzes/exams.
- Tutoring does not guarantee a passing grade but is meant to support classroom learning.
- Conflicts regarding scheduling or concerns must be reported to a Learning Support Specialist.
- Two 'no-shows' within four weeks will limit you to drop-in tutoring only.

Expectations During Tutoring Sessions

- No derogatory or offensive language is permitted.
- Do not leave during the session without notifying the tutor.
- Arrive prepared, engaged, and respectful of the tutor's time.
- Treat tutors professionally; bring concerns to TLSC staff instead of confronting tutors directly.
- Avoid disruptions to students, staff, or faculty. After two warnings, access to tutoring may be revoked.

B# _____

Date _____

Print Name _____

Signature _____

For questions, contact: TLSC@barstow.edu