

STUDENT SUCCESS CENTER THINGS TO KNOW

HOW TO MAKE AN APPOINTMENT

CENTER GUIDELINES

WHAT DOES THE SSC OFFER?

FREE Tutoring Services

- We have tutors for most courses offered at Orange Coast College.
- The Success Center has three main areas: writing help, math help, and help with other subjects (including science classes, psychology, world languages, and accounting among others).
- We can assist with course content and/or study skills like test prep, note taking, and time management.
- Some classes on campus work closely with the SSC and participate in our Embedded Tutoring program (a tutor attends class and is available at the Center to help students in that class).

WHO ARE MY TUTORS?

Meet Our Tutors

- OCC students, former OCC students, graduates with BAs or Master's degrees.
- Tutors need a 3.0 GPA to work in the SSC.
- They must also have received a B or A in the classes they are tutoring.
- All tutors are recommended by an instructor in each subject they help with.
- All tutors have excellent communication skills and have gone through some form of tutor training.

GET TUTORING

Making an appointment

- You can schedule an appointment up to 7 days in advance using our appointment system *Accudemia*.
- Appointments can be made up to 15 minutes in advance.
- Appointments **cannot** be back-to-back.
- You can receive up to 10 hours of tutoring per week among all three areas of the center: writing, math, and other subjects.
- You must cancel your appointments at least **2 hours** before they occur.
- **Students who wish to complete a writing DLA need to make appointments through the Virtual Front Desk.**

HOW TUTORS HELP

Tutors help you:

- Understand course content and material.
- Practice study skills like time management.
- Encourage and support your efforts to learn.
- Give advice on how to revise or correct your own work.

Tutors will not:

- Do your work for you.
- Give you the answers.
- Correct or edit papers.
- Discuss grades.
- Help with personal statements, resumes, or take-home tests.

RULES

Center Rules & Guidelines

- Students must be registered for TUTOR050N **each** semester and have an OCC Student ID Number to receive tutoring.
- Registering for our FREE, non-credit tutoring class will give you access to a Canvas class where you can make appointments and talk with our front desk staff.

Appointment Rules

- You can sign in 5 minutes prior to your appointment beginning and up to 5 minutes after the appointment has begun. If you are more than 5 minutes late to an appointment, you will be marked as a no show.
- If you miss an appointment, you will be marked as a **no show and will be unable to make further appointments**. To clear a no show, email successcenter@occ.cccd.edu or visit the Virtual Front Desk to talk to a supervisor.
- You will be sent a confirmation email immediately after you confirm your appointment; you will also be sent a reminder 24 hours before your appointment begins; these emails will have a link to your appointment Zoom session.
- You can log-in simply by clicking the email link at the time of your appointment or by logging into Accudemia and clicking "Join" in your upcoming appointments.

