

WELCOME TO THE STUDENT SUCCESS CENTER

Class: Tut 050N (Supervised Tutoring CRN 27091)

Instructor/Coordinator: Jaki Kamphuis (jkamphuis@occ.cccd.edu/714-432-5538)

***Tutoring 050N - Supervised Tutoring (Kamphuis)**

Students receiving tutorial services must enroll in Tutoring 050 – Supervised Tutoring. This is a non-credit (0 units), non-graded, open-entry course that has no fee attached. The course will not show up on students' transcripts.

- All students must have a student I.D. card to register and sign in for services every visit.
- Students must be enrolled in the class at OCC for which they want tutoring. We cannot provide tutoring for classes taken at other colleges. We do not provide tutoring for placement tests, personal statements, etc.
- Students must sign in and out each time they use the SSC and when changing services (ex: group to drop-in) or subjects (ex: math to chemistry) and sit in the correct area. Give the "checked-in" card to the tutor.
- Students can only be signed in if there is a tutor available for the class in which they need help. Math and English tutors are available all open hours. Check the drop-in schedule for the availability of other tutors.
- Students are expected to be working on subject material for the duration of their session in the SSC. If a student is not working on class material, he/she will be asked to sign out and leave.
- Computers are available for class work only. Do not check email or social media sites, "surf" the internet, etc.
- NO FOOD OR DRINKS in the Student Success Center (water in a closed container is allowed)
- Please be considerate of others who are studying and keep your voice down.
- Rude, inconsiderate behavior/language toward staff or other students will not be tolerated.
- No children are allowed in the center.
- **Turn your cell phone off or to vibrate. Do not use your phone while in the SSC.**

Services Offered: Drop-In Tutoring, Study Groups, Scheduled Appointments, and Workshops (College Success, Writing, Math and ESL Conversation groups. Check the SSC Website for a complete listing of services and the days/times they are offered at www.orangecoastcollege.edu/successctr.

For Students Receiving Extra Credit: Instructors who give extra credit for tutoring will receive an attendance report at the end of the semester. We do not give attendance reports to individual students. Please be aware that the following behaviors are considered dishonest and will be reported to the instructor and possibly the dean of students: signing in, leaving the SSC and coming back later to sign out; signing in for the extra credit class and then getting help for a different class; signing in but not working on classwork; Students may not sign in just to "do their time" so they can receive extra credit.

Student Learning Outcomes: Students will be able to demonstrate independent learning, practice effective study skills, and use appropriate learning resources such as handbooks and dictionaries.

Attention! If you are in any of the following programs, you may be eligible for additional tutoring services: EOPS, DSPS, Equity, Vets, Guardian Scholars, Puente, Umoja, PRESS. Please ask for details.

	Hours
Monday	9:30am – 7:00pm
Tuesday	9:30am – 7:00pm
Wednesday	9:30am – 7:00pm
Thursday	9:30am – 7:00pm
Friday	10:00am – 2:00pm
Saturday	11:00am – 3:00pm
Sunday	CLOSED

More information on back



Who are my tutors?

SSC Tutors must meet academic criteria, be recommended by their instructors and complete a tutor training course. Our staff of tutors is a diverse group of OCC students, former OCC students who are now at local universities, and graduates with bachelors' or masters' degrees.

Please come prepared for tutoring:

- bring your book, syllabus, lecture notes, and study materials
- have questions ready to ask the tutor
- come ready to work

Tutors Will:

- help you understand the material
- help with study skills such as test prep, note taking, and time management
- encourage and support your efforts to learn

Tutors Will Not:

- do your homework for you
- just give you the answers
- correct/edit papers
- help with personal statements, take home quizzes/exams, or placement test prep.

Policy Regarding Video Recordings: Students are not authorized to record audio/video in the Success Center with any electronic device or phone. If students are seen recording, they will be asked to leave. Subsequent issues will result in students being referred to the Dean of Students for follow-up and possible disciplinary action.

How to Request a Study Group: Study groups can be powerful tools for students to learn and understand tough material. A trained tutor will review material and answer questions as well as provide study skills tips like how to study for a test. Study groups will be created based on student demand. In order for a study group to be created, at least 5 students must sign up and commit to attend on a weekly basis. Sign-up sheets are located in folders organized by subjects at the front desk of the Student Success Center (SSC). Most groups meet once a week for 50 minutes. New students are always welcome to join ongoing study groups.

College Success Series: A variety of topics are offered on a weekly basis throughout the semester. Workshop topics include time management, note taking, motivation, test taking and more. See a member of the front desk staff or check our website for more information. Individual appointments with a tutor for these topics are also available.

Closing Procedure: The SSC promptly closes at the designated closing time. A front desk staff will make an announcement 15 minutes before closing and at 5 minutes before closing, tutors will begin to ask students to start packing up. Tutors are not permitted to start helping students within 5 minutes of closing time.

BRAINFUSE Online Tutoring: Free online tutoring is now available through BrainFuse. Go to your TUT 050 Canvas page and click on the BrainFuse link. You can receive up to 9 hours a month of online tutoring.