

WELCOME TO THE STUDENT SUCCESS CENTER

Class: TUTR 050N (Supervised Tutoring CRN 10265)

Contact Information: Call us at (714) 432-5559 or email us at successcenter@occ.cccd.edu

Course Description

This course provides supervised peer tutoring in academic courses for students who want assistance with course content and/or study skills. This is a free, open entry/exit, noncredit, non-transferable, non-degree-applicable course. Students receiving tutorial services must enroll in Tutoring 050N—Supervised Tutoring.

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.

Hours

Monday-Thursday 11:00 am - 4:00 pm, Fridays Closed, Saturdays Closed, Sundays Closed

Please check Accudemia, our appointment-making system, for tutor schedules and availability (you must be registered in TUTR 050N to access our Canvas page and Accudemia). Visit the Student Success Center in person or drop into our [Virtual Front Desk](#) if you have any questions.

The Student Success Center (SSC) offers tutoring both online and on campus. Please check Canvas for our most up-to-date hours. Students can make appointments with tutors via Accudemia or by coming to the Center. Some drop-in tutoring will also be available.

Policies and Procedures

- All students must be registered in TUTR 050N to receive tutoring.
- Once enrolled, students can request a tutoring session by logging in to Canvas and selecting the TUTR 050N course. Appointments can be scheduled via Accudemia or by visiting the Success Center in person. Click on the Virtual Front Desk link or give us a call if you have any questions or problems.
- Students must be enrolled in the class at OCC for which they want tutoring. We do not provide tutoring for classes taken at other colleges.
- 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 located in Canvas for the availability of other subjects and on-campus tutors.
- Faculty and staff may briefly join your Zoom and/or on-campus sessions with a tutor as they are required to monitor sessions.
- Rude, inconsiderate behavior/language toward staff or other students will not be tolerated and may result in disciplinary action through the college's Incident Reporting system.

Cancellation and No-Show Policy

- Please cancel any appointment you do not plan to attend.
- Students can cancel their own appointments in Accudemia up until 2-hours before the session is set to begin. Within 2 hours, please visit the front desk online or on campus so that our front desk staff can cancel your appointment for you.

- Students are allowed 2 No Shows before they are prevented from making appointments for themselves. If you are unable to schedule your own appointments, please contact our front desk staff. Some drop-in services may still be available.

If you have any questions please call us at (714) 432-5559, email us at successcenter@occ.cccd.edu or visit our Virtual Front Desk via Canvas.

Services Offered

- Online and on-campus scheduled appointments
- Drop-in tutoring for math
- On-campus Directed Learning Activities (online DLAs are no longer offered)
- Writing workshops will be offered in-person
- Check with the front desk about other workshops and study groups

For Students Receiving Extra Credit: Instructors who require tutoring or give extra credit may request from the SSC an attendance report; however, we do not give attendance reports to individual students.

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 in order to maximize your time spent with the tutor.

- have your book, syllabus, lecture notes, and study materials available
- 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 (Grammar only) or take-home quizzes/exams

Policy Regarding Video Recordings: Students are not authorized to record audio/video tutoring sessions with any electronic device or phone.

Brainfuse Online Tutoring

OCC offers additional free online tutoring through Brainfuse (link available on Canvas). Students can receive up to 9 hours a month of online tutoring through Brainfuse.

Student Community Standards and Code of Conduct

Students enrolled at Orange Coast College assume an obligation to conduct themselves in accordance with our institutional mission and values, the laws of the State of California, federal laws and regulations, the

California Education Code, and the policies and procedures of the Coast Community College District. The Student Code of Conduct has been established by the Coast Community College District Board of Trustees to provide notice to students of the type of conduct that is expected of each student.

This Student Code of Conduct applies to conduct that takes place at the District, the Colleges anywhere within the District or its events., its property (including offsite locations owned, rented, leased, or operated by the District or the Colleges), on-campus student housing facilities, through its online services, and at District-sponsored/College-sponsored programs, activities, and travel. This Student Code of Conduct also applies to off-campus conduct when the effects of the off-campus conduct create a Hostile Environment or impact a substantial District/College interest. A substantial District/College interest may include:

- Any situation where it appears that a Student may present a danger or threat to the health or safety of themselves or others;
- Any situation that significantly impinges upon the rights, property, or achievements of self or others, or that significantly breaches the peace or causes significant disruption; and any situation that is detrimental to the educational interest of the District/College.

For more information, visit our website at www.orangecoastcollege.edu/successctr