



THE STUDENT SUCCESS CENTER AT VILLA MARIA COLLEGE

General Information

- The Student Success Center offers individual and group tutoring; usually tutoring takes place at the Student Success Center.
- Students can choose to schedule a 25 minute or 50 minute session.
- Students are encouraged to schedule an appointment, drop-in tutoring is available on first-come, first-served basis.
- To schedule a tutoring appointment, please stop by the Student Success Center or e-mail StudentSuccess@villa.edu or call 716-961-1861
- There is no need to exchange personal phone numbers between tutor and student. All tutoring appointments must be scheduled through the Student Success Center team member.
- Tutoring will not be offered during College breaks.
 - Winter weather procedure: If classes are cancelled due to weather, tutoring will also be cancelled.

Expectations of Students

- Attend all scheduled tutorial sessions or, if an unavoidable conflict arises, please contact the Student Success Center to cancel or reschedule the appointment. If a standing appointment is not canceled or rescheduled, future standing appointments will be cancelled by the SSC.
- Arrive on time for tutoring sessions and bring all necessary textbooks, notebooks, writing instruments, assignments, and other relevant materials.
- Understand that tutoring is not a substitute for class attendance and participation.
- Realize that the tutee is solely responsible for their grades and class performance.
- Cooperate with tutor(s) by following all recommendations made regarding study methods and practices.
- Be courteous to you tutor. Students are expected to comply with institutional policies and local, state and federal laws.
 - Students who display discourteous or abusive behavior to their tutors will forfeit their right to receive tutoring for the remainder of the semester.



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What Tutors CAN do:

- Review and explain assignments.
- Review course outlines and objectives (syllabi).
- Help you with time management.
- Help you brainstorm ideas to start an assignment.
- Help you break down a course assignment.
- Help you identify and understand major topics.
- Help you read and understand the textbook.
- Help you develop learning strategies to use in your classes.
- Give you suggestions to revise your paper.
- Give you suggestions to edit your paper.

What Tutors CANNOT do:

- Write papers or speeches for you.
- Edit your paper for you.
- Work math problems for you or complete homework problems for you.
- Teach material that student has not read or was not covered in the course.

Tips for a successful tutoring sessions:

- Before Each Tutoring Session - read all assigned material, and attempt all homework assignments. Take notes on problem areas or list questions you have. You and your tutor will work more efficiently if you are specific about your needs.
- During Tutoring Session - Ask the tutor to re-state or re-explain anything that you did not understand. Don't pretend that you understand if you don't! This is your opportunity to become very clear about the course material.
- Between Tutoring Sessions - Continue to attend all your classes. Keep doing the readings, attempt to complete the homework and write down questions that you will want to ask of your tutor.

Also, don't forget to take a look at the handouts and resources available to you in the Student Success Center!