How Do I Get a Subject-Area Tutor?

Step One: Visit the Learning Co-op.

The student working at the front desk will ask you if you have ever been through the intake process. If you have never met with a tutor at UVM before, you will need to go through the quick, fifteen-minute intake process before we will match you with a tutor. If you have completed intake already, you can skip right to step three below.
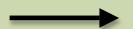
Step Two: Complete Intake.

It's quick, and painless, we promise. You will meet with one of our intake counselors who will take you through a description of all of the services we offer here in the Learning Co-op. They'll help to assess what sort of help you need and match you with a tutor that will best meet your needs. If possible, they will schedule you for a Co-op based appointment right away! If you don't leave with an appointment, though, your intake counselor will give you the names and email addresses of tutors you can contact directly to schedule an appointment.

Step Three: Schedule an Appointment.

There are two types of tutoring appointments offered through the Learning Co-op.

For ***CO-OP BASED APPOINTMENTS*** you will have been scheduled to meet with a tutor at the end of your meeting with an intake counselor. Be sure to write down the date and time of your appointment, though you should also receive an email confirmation. You will meet your tutor at the Learning Co-op for this appointment. Be sure to check in with the front desk when you arrive for your appointment, they will direct you to the right place and make sure you meet with the correct tutor.

For ***CAMPUS-WIDE APPOINTMENTS*** you will have received contact information for up to three tutors from your intake counselor. After you leave the Learning Co-op, you will need to email the tutors whose names you have been given to set up an appointment.

Include in this email:
1. Your name
2. The class you would like to be tutored in
3. At least two times you would be available to meet with them for a tutoring appointment.

Continue to email your tutors until you have decided on a time and place to meet for an appointment with one of them. You can schedule follow-up appointments for up to one hour each week.

What Else Do I Need to Know?

How long does it take to get a tutor?

The intake process takes about fifteen minutes. At that time, the intake counselor will either give you the name and e-mail address of a qualified tutor in the area of study in which you need help, or schedule a one-hour tutoring appointment to be held in the Learning Co-op.

What do I do if there is no tutor for my course?

If we do not currently have a tutor for a course you have requested, the front desk or an intake counselor can process a request for us to look for a tutor. This process may take up to 2-3 weeks, as a tutor will need to be hired and trained before we can match you. We will contact you directly as soon as a tutor is located.

While you wait, or if we cannot locate a tutor for you, other assistance is available. Check the Drop-In Group Tutoring and SI schedules posted on our website www.uvm.edu/learnco

How often can I meet with my tutor?

Students may meet with a tutor once a week, for no more than one hour, for each subject. You may meet with a Biology tutor on Monday and a Math tutor on Wednesday, but not a Biology tutor on both Monday and Wednesday, for example. You may, however, attend as many group-tutoring and SI sessions you would like each week, meaning you could attend Drop-In tutoring for Biology on Monday and meet with an individual tutor on Wednesday. Be sure to explore all of the group tutoring opportunities available to you; they are a great way to stay ahead in classes. To see the schedule for Drop-In Group tutoring offered this semester, check the schedules posted on our website and around the Learning Co-op.

How do I prepare for a tutoring session?

If you expect to get the most out of your meetings with a tutor, you will need to come prepared. That means having your books and notes with you, but also having specific questions or goals for your tutoring session. For more hints on how to prepare for a session, review the tutor-tutee agreement form you went over during intake.

Who are the tutors and how do I know they are qualified to help me?

The Learning Co-op strongly believes in a peer-tutoring model. All tutors are UVM students who have met a certain grade requirement and received a written recommendation from their professor for each course that they wish to tutor. Additionally, all tutors complete mandatory training prior to beginning work in the Learning Co-op.

Where and when does tutoring take place?

You can call or drop by the Learning Co-op to schedule an appointment with a tutor in the Learning Co-op in Living and Learning, or coordinate with a campus-wide tutor to meet for an appointment anywhere on campus. Group Tutoring and SI sessions also take place around campus. Check the schedules on our website (www.uvm.edu/learnco) to see when and where they meet for your class.

How much does tutoring cost?

Tutoring is FREE for all UVM students. However, if you fail to show up for a scheduled session with a tutor or do not cancel 24 hours before your scheduled meeting, your student account may be billed.

What if I am unhappy with the tutor assigned to me?

We often give you contact information for more than one tutor for each course. So if the tutor you meet with does not work out, feel free to contact another tutor in the same course. If you have tried all the tutor names you were given, contact the Learning Co-op to see if other tutors for your course have been hired recently.

More Questions?

Contact The Learning Co-op, 802-656-4075/learnco@uvm.edu