What Do I Do if There Isn’t a Tutor for my Class?

If we do not currently have a tutor for a course you have requested, we will do our best to find one! The front desk staff 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.

There are other resources you can take advantage of while you wait. See the reverse side of this handout for our suggestions!

☐ **Step One:** Visit the Learning Co-op, or call the front desk at (802) 656-4075.

☐ **Step Two:** Complete the intake process.

☐ **Step Three:** If you are not immediately matched with a tutor, *the front desk staff or your intake counselor will complete a tutor request form.*

☐ **Step Four:** The Tutor Program Coordinator will then begin to process your request and work to hire and train a tutor. The process may take 2-3 weeks, but as soon as a tutor is located, you will be contacted directly via email. In the mean time, you should make the most of other resources available in the Learning Co-op and on campus. Attend SI and/or Group Tutoring when it is offered, sign up for a Learning Skills appointment, and meet with your professors and TA’s during office hours. See the reverse side of this handout for more suggestions!

☐ **Step Five:** As soon as a tutor has been hired for your class, you will receive an email from the Tutor Program Coordinator. The tutor’s name and email address will be included in this email.

☐ **Step Six:** Email your tutor directly 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.

☐ **Step Seven:** If you have any questions or problems with this process, be in contact with the Tutor Program Coordinator (Rachel Conrad, rconrad@uvm.edu) as soon as possible. We will work to find you a new tutor!
If we do not currently have a tutor on staff for your class, follow the steps on the reverse side of this handout to request a tutor.

While you wait to be matched with a tutor, there are other steps you can take to get the help you need.

Approach the faculty member, teaching assistants (TA’s), and/or the lab instructors associated with the course. They may have office hours where they can provide you assistance on the course content.

Utilize optional materials on your course syllabus such as materials on reserve in the library, DVD’s that come with the textbook, the professor’s website, or your course’s blackboard site.

Organize a study group by asking your classmates to be study partners. Learning Skills tutors in the Learning Co-op can work with your group to give tips on effective study groups.

Search for websites that provide instructional material. Often, these sites are free. For example: ocw.mit.edu/

Sign up for a learning skills session on time management and/or other techniques such as note taking and test preparation that will help you refine the skills you need to succeed. Appointments can be made through the Learning Co-op. Call (802) 656-4075

Attend a drop-in tutoring session for your course. These sessions have a tutor who takes walk in appointments. Drop-in and do your homework or come with a specific question. Schedules are available on the Learning Co-op website: www.uvm.edu/learnco

If it is a math course, attend the FREE math help sessions offered by the Mathematics department. The schedules are available online at: http://www.uvm.edu/~cems/

If it is a course where Supplemental Instruction (SI) is offered, attend SI sessions. SI courses have tutors sitting in on the course who offer weekly review sessions of the course material. Schedules are available on the Learning Co-op website: www.uvm.edu/learnco