Expectations/Policies for Student Use of Math Tutoring

- Math tutoring resources are available to registered RRCC students and RRCC employees.
- Math Lab and College Prep Zone math tutors will provide guidance in any aspects of mathematical processes/topics relevant to a given math course.
- Students will receive math tutoring resources on a drop-in basis, using the flag-at-table system for Learning Commons walk-in support.
- Students may also receive math tutoring remotely, by appointment, in semesters when such services are offered through Math Lab and/or College Prep Zone.
- To access remote RRCC math tutoring, students will need to make appointments in the EAB Navigate system. Instructions for that process are here: https://www.rrcc.edu/advising -> "Scheduling an Appointment" video.
- Remote math tutoring sessions will last for 1 hour each.
- Students may create only 1 remote appointment per day in the Navigate system; they may have up to 2 upcoming appointments total on the remote math tutoring Navigate calendar at any time.
- Drop-in math tutoring sessions will not have a pre-determined time limit, though math tutors will regularly circulate among students who have their flags raised, which may naturally limit the time allotted for any single session.
- To help us demonstrate usage and justify offering robust tutoring services, drop-in students are expected to sign in to the Learning Commons' kiosk log-in system, at the front or rear entrance of Lakewood Learning Commons, and in the Arvada Learning Commons space, before they can receive in-person tutoring support on either campus. Students should sign-in for their desired service as accurately as possible ("Tutoring by Course" vs. "Studying" vs. "Computer Use Only", etc.)
- For tutoring for MAT-0250 (Quantitative Literacy), MAT-0300 (Algebraic Literacy), MAT-1140 (Career Math), or STEMCore accelerated combined MAT-0250/MAT-0300, students should seek support in the College Prep Zone.
- For tutoring for MAT-1340 (College Algebra) and any higher-level math class, students should seek support in the Math Lab.
- For tutoring for any co-requisite support section (MAT-0240, MAT-0260, MAT-0340), or for STEMCore Accelerated MAT-0300/MAT-1340, students may seek support from either College Prep Zone or Math Lab.
- Students will be expected to engage with their math tutors, contributing their own independent effort, throughout the duration of each session.

- Students should understand that math tutors will not simply help them complete homework problems and will not perform calculations *for* them. Instead, tutors will guide students through the process of finding solutions through their own independent work.
- Students should not expect tutors to help them with take-home exams or quizzes, except in cases where instructors themselves have explicitly approved such assistance, either in the assignment instructions or directly with tutoring staff or Learning Commons and Tutoring Department leadership.
- Students should not expect tutors to proctor take-home math assessments for them. For out-of-class test proctoring options, the student should consult their instructor and/or the Assessment Center or Accessibility Services department, as applicable.
- Students will not be limited in the number of math sessions they receive but overuse/abuse of math tutoring in a way that hinders independent effort or learning may cause such limitations to be applied, based on the accounts from math tutors with whom they have worked, and at the ultimate discretion of Learning Commons and Tutoring Department leadership.
- Any student who is enrolled in a course being served through an upcoming exam review session, either through CPZ or Math Lab, will be entitled to attend that session at the appointed time and will be entitled to a copy of the corresponding exam review practice test.
- Any student who attends a test review session that offers free snacks will be expected not to hoard snacks, to ensure that all attendees have equal access to the snacks supplied.
- Students will be entitled to math tutoring that is as accessible, inclusive and equity oriented as is possible within the constraints of math tutoring spaces, technology and personnel.
- Students will be entitled to accessibility accommodation from math tutors, where they qualify for such accommodations per the requirements of and pending the approval by the RRCC Accessibility Services office and Learning Commons and Tutoring Department leadership. Such accommodations may include, but are not limited to:
    - One-on-one recurring math tutoring sessions in a private study room
    - Guidance using assistive technology for mathematical applications
    - Assistance with creating memory aids for upcoming exams
    - Input of homework solutions into online assignments' solution fields (for students who have severe mobility challenges)

    - Any other accommodation for which the student has qualified, per the requirements/criteria of RRCC Accessibility Services

Failure of Students to Adhere to Expectations/Policies

- In the event of a failure by a student to recognize and/or abide by the expectations and policies of RRCC math tutoring, they may be subject to the following, as determined on a case-by-case basis:
    - Temporary removal of access to Math Lab, CPZ or other math tutoring resources, pending inquiry by and conversation with department leadership.