QCC ASAP Tutoring Policy

You are required to attend a minimum of two hours each week if:

1. Taking a Remedial Class / Repeating a Remedial Class
2. Repeating a Credit-Bearing Class with prior F or WU grade
3. Your Student Manager/Student Management Coordinator deems it necessary under certain circumstances

NOTE: All Tutoring Logs &/or Student Center Tutoring Reports must be returned to your Student Manager/Coordinator in order to receive your Monthly Metrocard.

Please attach the “Student Learning Center Tutoring Report” to your tutoring log to meet the required monthly tutoring hours.

To assist you in this effort, the ASAP staff will be in constant communication with you, the tutoring centers and your instructor(s) to monitor your academic progress.

ASAP students may access the learning centers on campus in the following ways:

The Student Learning Center, Room L-125: Arts and Humanities, Biology and Health Sciences, Physics and Chemistry courses, Business, and Social Sciences

The Campus Writing Center, Room L-118: English and writing-related coursework, as well as Writing Intensive assignments; assistance with organizing and completing papers, reports and journals for all classes.

The Mathematics Learning Center, Room S-216; Math classes, COMPASS prep workshops, Trigonometry workshops, MA-005 (Pre-Algebra) Express workshops, MA-013 (Algebra) Express workshops and workshops for departmental final exams

The Technology Tutoring Center, Room 18 – Tech Bldg: EC/ET classes and technology

The Academic Literacy Learning Center, Room H-237 – Provides support for all students enrolled in academic literacy courses

NON-COMPLIANCE WITH THIS POLICY WILL RESULT IN THE LOSS OF ASAP PRIVILEGES SUCH AS:

- METROCARDS
- TEXTBOOKS
- PARTICIPATION IN ENRICHMENT ACTIVITIES
- TRIPS/TOURS
- EVENTS

Student Signature: ________________________________