IN-PERSON TUTORING SCHEDULE
Updated: 7/13/2022

Procedure for In-Person Tutoring (1300 Boylan Hall)

**SUBJECT TUTORING**

1. All in-person subject tutoring services will be conducted on a walk-in basis in accordance with our posted schedule.

**WRITING TUTORING**

1. All in-person writing tutoring services will be conducted by appointment only. Students who wish to work with a writing tutor in the Learning Center’s 1300 Boylan Hall location must make an appointment through Navigate. We will reach out in the event of a cancellation to your appointment. The Learning Center website provides mobile and desktop instructions on operating Navigate (please note that this is the ONLY way to make an appointment currently to limit the need for in-person interactions). Regarding appointments, the following rules apply at all times without exception:
   a. All appointments regardless of subject will last for exactly one hour.
      i. Once an appointment has ended, students must vacate the Learning Center.
      ii. If you arrive late for your appointment, you are only entitled to the time remaining in the time slot you requested. This means that if you have a 10:00am appointment, but arrive at 10:15am, you will only have 45 minutes to see a tutor. No exceptions can be made for late arrivals as the Learning Center must maintain a strict schedule to ensure that students are seen on a timely basis. Even if a tutor works a subsequent hour, only students with confirmed appointments for that hour will be able to work with him/her.
   b. As per the Brooklyn College academic calendar, the Learning Center will not be open on days when the college is closed or no classes are scheduled.

SEE PAGE 2 FOR TUTORING SCHEDULE
New Additions

**CISC 1115**
Tutor: Auguste
W: 12-3

**CISC 3115**
Tutor: Lach
W: 1-4

**MATH 1006**
Tutor: Emono
W: 12-1

**WRITING**
Tutor: Swepson
W: 11-2
Tutor: Elysée
W: 2-4

Additional courses and availability will be added on a rolling basis – keep checking our schedule for updates!

All in-person writing tutoring will be conducted by appointment only.

All in-person Subject tutoring will be conducted on a walk-in basis.