Fall ‘21
IN-PERSON TUTORING SCHEDULE
Updated: 9/21/2021

Procedure for In-Person Tutoring (1300 Boylan Hall)

1. All in-person tutoring services will be conducted in 1300 Boylan Hall. Students requiring services at the Learning Center’s physical location must comply with all rules for entering the Brooklyn College campus as well as guidelines on how to conduct themselves once on campus, i.e.,
   a. appropriate mask-wearing (covering both the nose and mouth) at ALL times
   b. observing all social distancing requirements
   c. adhering to posted signs and notices throughout the Learning Center, Boylan Hall, and the Brooklyn College campus
   d. following directions for conduct while in the Learning Center as delivered by staff

2. All in-person tutoring services will be conducted by appointment only. Students who wish to work with a writing tutor or a subject tutor in the Learning Center’s 1300 Boylan Hall location must make an appointment by emailing lc@brooklyn.cuny.edu at least 24 hours prior to the time slot they wish to attend (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 arrived 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 and that all mandated safety protocols are followed. Even if a tutor works a subsequent hour, only students with confirmed appointments for that hour will be able to work with him/her.
      iii. If you are absent for your appointment, you will have to submit another email request for an appointment on another day in keeping with the same rules you abided by to make the original appointment.
   b. All appointments require 24 hours’ notice and are based upon availability and capacity as determined by the Learning Center.
   c. Students who wish to make appointments for the “next day” must have their emailed request submitted no later than 3:00pm EST on the previous day. Please note that the earlier you request an appointment, the more likely you are to be seen by a tutor on the day and time of your choosing. Any appointment placed outside of this cutoff will not be viewed until the following day which means that your request will not be honored, and you must submit another request for a subsequent day and time.
   d. To make a Monday appointment, please ensure that your request is emailed no later than the previous Thursday by 3:00pm EST. Requests made after this time will not be received/viewed until the following week and will only be considered for Tuesday and Thursday appointments.
   e. There is a maximum of 1 appointment allowed per student per day. In addition, students can only request an appointment as far in advance as the end of the following week.
   f. 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.
   g. In your appointment request email, please indicate:
      i. first and last name (in the CUNY system)
      ii. EMPL ID
      iii. course of interest
      iv. one hour time slot of interest

SEE PAGE 2 FOR TUTORING SCHEDULE
### New Additions

#### WRITING
- M: 10-4
- TU: 10-4
- TH: 3-5

#### CISC 3115
- TU: 10-12
- TH: 11-1

#### MATH 1006
- TU: 1-2 & 3-4
- TH: 1-3

#### MATH PRE-CALCULUS (1011)
- TU: 2-3

#### MATH CALCULUS 1 (1201)
- TH: 3-4

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