**Tutoring Center – Spring 2024**

***Alternate Locations for Face-to-Face Tutoring***

Tutoring will continue to be held *both online and face-to-face*. **It is imperative that all Tutors send confirmation emails to their clients that clearly state if the session will be virtual (and would need to include the Zoom link) OR if it is face-to-face (AND THE LOCATION WILL NEED TO BE LISTED). Using alternate locations is convenient for tutoring sessions that occur in the evening and/or weekends. \*\***Be sure to record the exact location of your meeting in your Client Report Form at the conclusion of your tutoring session.\*\*

**LOCATIONS FOR FACE-TO-FACE TUTORING**:

***TUTORING CENTER, ROSCOE WEST HALL 203***

We are strongly encouraging tutoring sessions to be held in the Tutoring Center space (Roscoe West Hall 203). The Tutoring Center is open from 8am-4:30pm, M-F. There is also a lobby area adjacent to the Center.

***GITENSTEIN LIBRARY***

The Library has multiple spaces on the **first and second floors** that are ideal for tutoring sessions. RESTRICTIONS: The use of Group Study Rooms for tutoring is prohibited. Also, the 3rd & 4thfloors are “Quiet Floors” so tutoring is discouraged in those spaces.

***BROWER STUDENT CENTER***

Any public (non-reserved) space in the Student Center can be used for tutoring. There are multiple options and settings available. RESTRICTIONS: Refrain from using “rooms” and use the open, public space. Tutoring cannot occur in rooms that have already been reserved for another entity.

***STEM FORUM CAFÉ***

The glass enclosed space that connects the STEM Building to the Biology Building has a great set-up of tables and chairs that are very conducive to tutoring. The “Café” is currently closed, but the space is open for students to use.

***CSS ADVISING BAR***

Located in the lobby of Roscoe West Hall, the Advising Bar has several tables and chairs that can be used for tutoring sessions. RESTRICTIONS: During the window of registration, the space will be used for walk-in advising sessions with the Peer Academic Coaches (PACs), so space may be limited.

**1. Please arrive early to secure location/space.**

**2. Meet with your client in a central spot** *(such as the Info Desk at theBSC)* **3. Walk the client over to your pre-selected location.**