



## Math Central Policies and Guidelines

1. Walk-in tutoring and One-on-One mathematics tutoring are available to students who are enrolled at Reynolds. Walk-in tutoring services are also available for those preparing to take the math portion of the Virginia Placement Test (VPT) at Reynolds. Students requesting help with mathematics-related topics in other courses offered at Reynolds will be referred to the Academic Support Center for assistance.
2. Students may use our walk-in hours as often as needed. However, one-on-one tutoring sessions are limited to two one-hour sessions in a week. If additional time is needed beyond the two hours, the walk-in service may be used as a supplement.
3. When coming for a one-on-one session, students must let the Math Central coaches know they are there for their one-on-one appointment at check-in. This will ensure they are not counted as a “no show” for their appointment. A “no show” is recorded when you don’t arrive within 15 minutes of your scheduled appointment time. Appointments may be canceled/rescheduled up to 24 hours in advance of your scheduled time.
4. There is a limit of two no shows per semester for one-on-one tutoring. If two no shows happen in a semester, you will be restricted to walk-in service for the remainder of the semester.
5. All students must check-in and check-out on a designated computer for each session. Your student ID number is needed for this. Students are expected to work only on math during the entire time they are in Math Central or they may be asked to leave.
6. Laptop computers and calculators are available for use in Math Central. You will be required to present your Reynolds ID Card to use this equipment. Laptops and calculators must be returned at the end of your tutoring session.
7. Students should also bring their attempted homework problems, syllabi, notes, worksheets, handouts, pencil and paper along with any other class-related materials when coming to Math Central. Math Central does not provide students with supplies for the sessions. You may purchase these items from any Reynolds Bookstore.
8. Tutors are available to help students learn concepts, and will not do their work for them. Math Central will demonstrate problems similar to those that have been assigned allowing the student the opportunity to work the assigned problem on their own. We will review problems which answers have already been provided in your textbook or an answer key provided by your instructor. Assignments without answer keys will be assumed to be graded assignments falling under Policy 2-7 (Academic Honesty).
9. Math Central is a classroom environment. Students are expected to display proper classroom etiquette and follow all appropriate College Policies while in Math Central. All rules which apply specifically to classrooms also apply to Math Central. Math Central reserves the right to make and enforce policies in addition to these College Policies.
10. All communication with Math Central must originate from your Reynolds student email account which may be found under your MyReynolds home page. You must also use this e-mail address when making one-on-one appointments in Math Central.