



## *Small Group Tutoring by Appointment:*

- Each session is one hour in length, maximum three students
- Availability is first come, first serve
- **Most** undergraduate math courses are available

### **Make your appointment today!**

- Check TutorTrac
  - Go to <https://tutoring.fau.edu>, login with your FAU ID and password and click on 'Search for Availabilities.' For Center, choose 'SAM Lab' for Methods of Calculus or 'Math Learning Center' for everything else. Choose your section (class) and click 'Search.' Choose your time and then click 'Save.'
- email [mlc@fau.edu](mailto:mlc@fau.edu) or see the Associate Director for appointments not listed in TutorTrac

#### **Small-Group Tutoring Policy**

Students can make/request small group tutoring appointments in TutorTrac or by emailing [mlc@fau.edu](mailto:mlc@fau.edu). Each session will be 50 minutes to one hour in length.

1. Students may make a MAXIMUM of two appointments per week.
2. You must request an appointment AT LEAST three days in advance (for appointments NOT in TutorTrac).
3. Cancellation Policy: If you cannot make a scheduled appointment:
  - For appointments NOT in TutorTrac, please cancel by emailing [mlc@fau.edu](mailto:mlc@fau.edu) no less than 4 hours prior to your appointment.
  - For TutorTrac appointments, you can cancel your own appointment no less than two hours prior by logging into TutorTrac and clicking the X next to your appointment on your home screen.
4. No-Show Policy: Missing an appointment without cancelling is called a no-show. No-shows impact the tutors who anticipate your appointment as well as a student who could have been scheduled in the spot you missed. If, in one semester, you accumulate THREE no-shows, your ability to schedule small-group tutoring appointments will be suspended for the remainder of the term. If your privileges are suspended, you may continue to utilize the Math Learning Center, but on a walk-in basis only.