Learning Resource Center
Policies & Procedures

Supplies & Services:

_____ Students must log in and log out upon their arrival and exit, regardless of the purpose of their visit.

_____ When a student has worked with a tutor for more than 5 minutes, they must fill out a survey.

_____ Students who wish to use a study room will abide by the posted schedule outside the door, and will vacate the room when it is reserved. Students will not leave their items unattended while using the study room or their items may be removed and the room given to other students. The LRC is not responsible for items that are lost or left unattended. LRC staff or tutors will NOT watch your items for you.

_____ Students will respect the materials and environment of the LRC. Students will pick up their trash, treat LRC property with care, and will refrain from theft or vandalism.

_____ The break room, supply cabinets, and staff offices are off-limits to anyone who is not a current LRC employee.

_____ The LRC offers laptops, textbooks, scientific and graphic calculators, office supplies, and whiteboard markers for loan to students and staff. These items can be checked out through a LRC employee. All items must remain in the LRC.

Tutoring Rules:

_____ Students are allotted a maximum of 10 minutes with a tutor at one time. The tutor will then move on to help other students and may come back to help the original student only after everyone else has been helped.

_____ Students will not monopolize a tutor’s time, nor will they seek tutoring from a tutor who is off the clock. Tutors who are actively working will be wearing red lanyards. Tutors will stop tutoring promptly at closing time.

_____ When a student wishes to work with a tutor and all of the tutors are busy, the student will quietly and visibly post their flag on the table stand. The student may gently let a tutor or student assistant know they are waiting, but are not to repetitively or impolitely interrupt a tutor while they are helping other students. Occasionally our center is very busy and we may be short-staffed.

_____ Tutors are not permitted to help students with take-home quizzes, tests, test corrections, or class projects unless specified by the professor. If the professor has not given permission, the tutors may work with the student on general concepts. Students can request that a tutor stamp and sign their paper to verify they received help.
Violation of any LRC policies could result in either a temporary or permanent ban from the LRC. Depending on the severity of the violation, breaking these policies could also result in campus disciplinary actions.

Your MSFT student fees pay for tutoring. If we cannot substantiate students’ needs for tutoring here at Channel Islands, these fees will be allocated somewhere else on campus.

I have read, understand, and with my signature on this form agree that I will follow the above policies and procedures. This form will be retained in the LRC and a copy of it will be provided to me upon my request. I also understand that this list may not be inclusive, and that the LRC staff has the right to add to or modify these rules at any time.

Name (print first and last): ________________________________

Signature: ________________________________

Student ID#: ________________________________ Date: ________________________________

myCI email address: ________________________________

Please print clearly