Tutoring
Every student must attend at least two 30-minute tutoring sessions during the course of the class. *This is a course requirement.* Tutoring is available:
- Wednesday 12:00pm-3pm, June 6 – June 20
- Thursday 12:00pm-3pm, June 7 and June 14

You can attend alone, in pairs, or in small groups – whatever works best for your situation.

Sign up for the tutoring sessions by going to the FYSP Tutoring Project site on OpenLab:
1. Join Open Lab. You need your CityTech email address in order to do this and to use the site.
2. Use this link to get to the Project site: https://openlab.citytech.cuny.edu/groups/first-year-summer-programs-english-tutoring/ OR in the "Find a Project" sidebar on the Projects page, type "tutoring" in the Keyword field.
3. You should see First Year Summer Programs English Tutoring.
4. Click on "Visit Project Site" on the right-hand side.
5. On the main site, find the drop-down under "Schedule an Appointment" by day of the week.
6. Choose the day and time, and fill in the form. If there's no form available for the time you want, that means it's already full and therefore unavailable.
7. Submit.
8. Receive a confirmation email with a reminder of the appointment day and time.

Cancellations, late arrivals, and no-shows:
1. Appointment cancellations MUST BE MADE AT LEAST SIX HOURS IN ADVANCE. If they're made later, or if you don't show up for the appointment or arrive more than 10 minutes late, it is considered a no-show. To cancel, send an email to DBlain@citytech.cuny.edu.
2. A no-show means you won't be able to schedule a new appointment unless you appeal.
3. An appeal is a memo written to the administrator explaining the reason for the no-show, cancellation, or late arrival.
4. If an appeal is accepted, any further no-show cannot be appealed, and you will not be able to schedule any further appointments for the remainder of the term.

Walk-ins:
1. Walk-ins are allowed if there is available time.
2. First priority is always given to a scheduled appointment up to 10 minutes into the scheduled session.
3. If there is a no-show, the walk-in is eligible for that appointment time.
4. If a tutor finishes an appointment early, a walk-in is eligible to fill the remaining time at the tutor's discretion.

Tutoring Session Forms:
1. When you arrive for your appointment, fill out the Session form with your name, the date, the course you're taking, the instructor's name, and an indication of what you want/need to work on.
2. When the session is over, the tutor completes the intake form by noting what you worked on.
3. You and the tutor sign the forms. The tutor will make a digital copy. The original goes with you to return to your instructor.