

# SLC Policies

- Everyone is expected to always be patient and respectful of others at the SLC.
- Please be considerate when consuming food at the SLC.
- See SLC website for opening hours, days when the SLC is closed during semester, venues and link to obtain verification code to provide the monitor.  
<https://stt.natsci.msu.edu/academics/statistics-learning-center.aspx>.
- Tutors will only assist STT students from courses listed on the SLC website.

## For Tutors (TAs and ULAs):

1. Tutors will start and end their shifts at their allocated times.
2. Tutors will sign in and sign out with the monitor.
3. Tutors will not be doing their own work when there are students present at the SLC.
4. Tutors will wear nametags while in-person and display name and tutor role on zoom.
5. Tutors should only spend about 15 minutes with a student at any given time, and this will be strictly enforced when there are other students waiting for assistance.
6. Tutors will not help students with take-home or online exams.
7. Tutors can and will work through examples, extra credit or practice exam problems and discuss concepts or offer clarifications.
8. Tutors are not expected to re-teach content covered in class or online by instructors.
9. Tutors will not check or provide answers to homework problems.
10. Tutors need not assist students who arrive few minutes before closing time.
11. ULAs cannot tutor higher level courses (300+). TAs can tutor students from all courses listed on the SLC website.

## For Students:

1. Students must sign in and sign out with monitors when attending SLC (in-person and zoom).
2. Students should bring relevant study materials, including course notes and textbooks (if applicable) while seeking assistance at the SLC.
3. Students will respect when tutors need to leave SLC after completing their shift.
4. Students will leave when the SLC hours are finished for the day, see SLC website for details.
5. Tutors will only spend about 15 minutes with students at any given time. On Zoom, students are expected to leave the tutor's break-out room, work on their problems and then rejoin the waiting room to receive further assistance. Students who monopolize a tutor's time will not be tolerated.
6. Students are expected to attend class or catch up on the content missed and attempt homework problems before coming to the SLC. Please note that tutors are not a replacement for your instructor and so do not expect tutors to re-teach content covered by instructors in class.
7. Students should be aware that the tutors may not be able to assist with all the students' questions. When the tutors are unable to provide adequate explanations or clarifications, students should seek help from their course instructor and/or go to instructor's office hours.
8. Students who repeatedly demand answers to homework problems or who request help with take-home or online exam problems while they are still open may be reported for academic misconduct.