**Centralized Tutoring Center – April 1, 2020**

**Procedures and Policies:**

* The Centralized Tutoring Center is an all-Compass department. Students can make appointments by logging in to Compass and searching for a tutor with mutually convenient hours for the course that they need assistance.
* “Sign-up” hours will be used for electronic appointments via Skype, Zoom, or similar option.
* “Walk-in” hours will be used for tutors to take emails in order to answer quick questions.
* Students should email [ctctutor@hartford.edu](mailto:ctctutor@hartford.edu) with inquiries, to request an appointment, and for further information.
* CTC info is available online under the auspices of the CSS, and it will be updated as needed.
* Assistance is available for general writing and content in the disciplines (Math, Bio, Chem, Physics, Engineering, and many others)
* The PSWs (Peer Support Workshops) that are attached to designated math, chemistry, genetics classes will proceed as scheduled. The CTC TAs will utilize Skype, Zoom, or a similar platform.

**Additional information:**

* Nearly 70 undergraduate and graduate peer tutors are on board to deliver fully online academic support services in the weeks ahead.
* Some tutees have established relationships with their tutor(s), so they may exchange their UHart email addresses.
* We ask the campus community to be patient with the tutors as we all adjust to this new model of delivery for tutoring services.
* Presently, we will not revise the current master schedule as it is captured in Compass. We do not know if tutors will have to “attend” synchronous classes, and, to maintain some order and routine we are not likely to depart from current hours at this time.
* Faculty and academic leadership will receive periodic updates.
* Updates will also be submitted to UNotes.

**Contact information for questions**:

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