Upward Bound
Student Tutoring Procedure

Re: Tutoring Policies (Revised 2009-2010)

1. Students must check-in with a UB tutor when they first arrive at a tutoring site.
   a. To check-in:
      i. Go to a tutor and let them know you are there. Your tutor will note the time you arrived on your tutoring log.
      ii. Let the tutor know what subject you intend to study
      iii. The tutor will then direct you to a workstation

2. Students must checkout with a tutor at the end of each tutoring session.
   a. To checkout:
      i. Let a tutor know that you are finished with your session
      ii. The tutor will note the time when the session ended and ask for you to sign your tutoring log.