Tutoring Services at the Academic Support Center

Do I need an appointment to receive tutoring or can I walk in?
The ASC offers walk-in tutoring as well as tutoring by appointment. If you have a question, by all means, just stop in! However, to avoid disappointment and to better assist you in managing your time overall, the ASC tutors highly encourage appointments. Appointments can be made in person or by calling the ASC at 866-0300 Ext. 8275.

Is there a charge for tutoring?
No. Tutoring is free of charge.

Can anyone request a tutor?
Yes. If you are a currently enrolled Herkimer College student, either full- or part-time, that’s all that’s required. College Now students may also receive tutoring in the ASC, but only for the College Now course they are currently enrolled in.

Are tutors available for every course?
On average, over 75 different courses have tutors, including the core courses needed by most Herkimer College majors. If a tutor is not available for a specific course, the ASC will make every effort to find or suggest alternative resources to help you.

Helpful Hint: Schedule your classes and tutoring appointments when you learn best and are most likely to attend.

How do I know that the ASC tutors know what they are doing?
Herkimer College’s tutoring program is accredited by the College Reading and Learning Association at both Level I and Level II; all tutoring staff receive tutor training.

How can I become a peer tutor? Are peer tutors paid? How many hours per week can I expect to work if chosen?
To apply to become a peer tutor, request an application at the ASC main desk (Ext. 8275). With the application, you’ll also be asked to provide two faculty references. New peer tutors are usually chosen in late spring for the upcoming fall semester. Peer tutors usually work between five and ten hours per week during the fall and spring semesters.

Study Tip: Make a study schedule that you follow every week. Plan to spend your study time in a place that won’t distract or disrupt you.

Have Questions? Just ASC!
Location: Ronald F. Williams Library, 1st floor
Phone: 315-866-0300 ext. 8275
E-mail: academicsupport@herkimer.edu

Hours:
Check available hours in person or on the Web at herkimer.edu/academic_support_center.
Helpful Hint: Get tutoring help for a course as soon as you start struggling. Don’t wait until the last minute!

Helpful Hint: Before a test, strand your studying across several nights instead of cramming the night before.

Helpful Hint: Know when your instructors’ office hours are and when tutoring is available for your tough courses so you know what’s offered before your academic emergencies.

What types of tutoring do you offer? The Academic Support Center offers a variety of tutoring options: one-on-one, small group, study group, workshop, or etutoring.

Who are the tutors, and when are they available? Tutors, both peer and professional, are content experts for the particular courses they tutor. Math and writing tutoring are available across the curriculum. Each tutor has a set schedule in the ASC or at the site where he or she tutors. You can visit or call for these specific hours.

Is tutoring access limited? You can receive tutoring for up to one hour per course per week.

Study Tip: Find and get to know a reliable and willing study buddy for each of your courses.

What is your policy about being late or not showing up for a tutoring appointment? If you are more than ten minutes late for an appointment, the tutors reserve the right to begin working with another student. If you don’t show up for an appointment, it counts as a no-show. If you earn three no-shows, you will have to conference with the ASC’s director before being allowed to make more appointments.

Study Tip: Try your math homework and review your notes as soon after the class as you can. Then review your homework again before the next class. This will help you remember and reinforce the math content more efficiently.

Study Tip: When proofreading a paper for grammar and spelling errors, read the entire essay backward, starting with the last sentence first. This will allow you to concentrate on each sentence in isolation and make it easier to spot grammatical and spelling errors.

How do I make an appointment? Just visit the ASC in-person or call. Have your student ID card or ID number available. All appointments are made through an automated system called Accutrack. You must know or have your ID number to make an appointment.