

# PARC Agreement to Tutor Services

Before receiving tutoring in PARC, it is vital that tutees understand the PARC policies and expectations. PARC cannot and will not guarantee any grade in any class and is not responsible for undesirable academic outcomes which students may encounter. By accessing PARC services, tutees are agreeing to be respectful towards all PARC staff and fellow students and to respect the culturally inclusive community of the PARC.

## PARC Policies

Please review to the PARC contract and adhere to the following policies.

Punctuality	Arrive on time for appointments and check-in with PARC resource guides (front desk) prior to receiving tutoring services.
Rescheduling/ Cancellations	Email <a href="mailto:PARC-01@csus.edu">PARC-01@csus.edu</a> or call (916) 278- 6010 to cancel or reschedule appointments within 24 hours. Missed appointments will count as No-Shows.
Appointments	In order to serve as many students as possible, honor the limits of: <ul style="list-style-type: none"><li>● up to 8 hours per month of tutoring services</li><li>● up to 2 hours per week for PARC tutoring</li></ul>
Preparation (Be ready!)	Come prepared for tutoring sessions with any necessary course materials
Accommodations	Please email <a href="mailto:parc-01@csus.edu">parc-01@csus.edu</a> or call (916) 278 – 6010 to request accommodations before tutoring appointments.

For questions or inquiries concerning the availability of PARC tutoring services, please contact the PARC Tutoring Coordinator, Vu Tran, at [tran@csus.edu](mailto:tran@csus.edu). We look forward to supporting your academic success!