PARC Agreement to Tutor Services

Before receiving tutoring at PARC, it is vital that tutees understand the PARC policies and expectations. Tutors are meant to provide assistance to students on assignments and will under no circumstances complete work for students and/or assist with exams or assessments. 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.

In order to maximize the availability of our tutors and better serve the entire campus community, the PARC works to minimize tutee no-shows and last-minute cancellations of appointments. If students need to cancel or re-schedule an appointment, they are encouraged to do so without penalty at least two hours before the scheduled time of the appointment. After multiple no-show appointments or cancellations made within less than two hours of the scheduled time, tutees will be contacted by the PARC and may be subject to drop-in only tutoring moving forward. Appointments can be cancelled or rescheduled through the EAB system, by calling the PARC office at (916) 278-6010, or in-person in the PARC office (LSN-2200) or at PARC After Dark (AIRC-2004).

Any questions or concerns can be addressed to the Program Tutoring Coordinator, Vu Tran.
Email them mailto:tran@csus.edu
Phone at 916-278-6010
Visit our office at Lassen 2200.

By completing this contract PARC tutees are agreeing to:
- Arrive on time for appointments and communicate with the PARC in the case of cancellations
- Alert the PARC as soon as possible in the case of a cancelled appointment
- In order to serve as many students as possible, honor the limits of:
  - 8 hours per month of tutoring services
  - 2 hours per week placed on PARC tutoring
- Come prepared for tutoring sessions with any necessary course materials
- Cancel or reschedule appointments you can no longer make ASAP

For questions or inquiries concerning the quality or availability of PARC tutoring services, please contact the PARC Tutoring Coordinator, Vu Tran at tran@csus.edu. We will be happy to sit down with you to discuss a solution.