



## TUTORING SERVICES AT RANKEN

Ranken wants each and every student to be successful. In order to achieve such a goal, many individuals are employed by the College to assist students in a one-on-one or small group setting.

Classroom instruction at Ranken is top-notch, but some students prefer or need more individualized instruction. Similarly, many students just need to spend more time with the material but want to ensure that they are moving in the proper direction.

There are three different classifications of tutors at Ranken: student or peer tutors and lab assistants, department tutors, and instructor tutors. Each type of tutor provides a distinct function to aid students, and all are of no additional charge to students.

### Student or Peer Tutors and Lab Assistants:

The Student Success Center (SSC) is always staffed with top-quality student tutors. In addition to managing daily operation functions of the SSC, a top priority of the student or peer tutors and lab assistants is to provide instruction and clarification for students in a wide variety of courses. All student or peer tutors and lab assistants are trained to help in math, writing, and most other general education subjects. Most students can benefit a great deal from the employees in the SSC.

Some students visit the SSC for tutoring as part of their daily or weekly routines. Others visit as needed when particular assignments arise. SSC schedules are posted all around campus each semester and are available on Inside Ranken (via the Student Services tab to the Student Success Center) and in the SSC. These schedules contain the overall operating hours of the SSC as well as the scheduled hours for each student or peer tutor and lab assistant along with his or her areas of expertise. So, if you find a particular tutor with whom you enjoy working, you may return again and again.

### Department Tutors:

While not all majors have a tutor who is available in the SSC regularly, all majors have expert tutors available to them. The remainder of these department tutors are available by appointment. They are upper-level students who have applied for a very limited number of positions. Their contact information is widely distributed and may be found by asking your instructor or contacting the Student Success Center.

Tutors may be able to answer many questions over the phone. At other times, a face-to-face meeting will be necessary. Upon contacting the department tutor, the student and the tutor agree on a time and place to meet and address the student's needs.

While the student is not charged for this service, the tutor is compensated by the College. Thus, the department tutors are very eager to make themselves available to help as many students as possible.

The Student Success Center makes every effort to employ at least one tutor for each department. At times, mostly due to gaps between graduating students, a department tutor spot may be vacant for a limited time. At such times, students should go straight to their instructors for additional assistance.

### Instructor Tutors:

Another advantage Ranken students have is that many of the actual general education instructors are available at scheduled times in the Student Success Center! These individuals have many years of teaching experience and advanced degrees (typically master's or Ph.D.s) in their fields. The level of instruction that students can receive from these instructors is immeasurable. The instructor tutor hours are posted on the SSC semester schedules, and many of the instructor tutors will make themselves available at additional times if needed.

Remember: it does not cost you anything to use the tutoring services available to you at Ranken, and there is no limit to how much or how often you use them. Discover the tutors at Ranken so we can reach our goal of success for every student.

**For more information, visit the Student Success Center.**