

## **Academic Coaching Session Expectations**

To make the most of your Academic Coaching session, please review these guidelines carefully:

### **Who Can Use Academic Coaching:**

Academic Coaching is available only to SCC students who are actively enrolled in courses during the current semester. For Math and Science coaching, students must be currently enrolled in the specific Math or Science courses they need help with. Unfortunately, we cannot assist students who are not enrolled in these courses for the semester.

### **Check-In and ID:**

Always check in at the front desk and bring your SCC student ID to use services or materials.

### **Late Appointments:**

If you are more than 10 minutes late, your appointment will be canceled, and the next student will be assisted. After three no-shows, cancellations, or reschedules, your access to online scheduling will be restricted, and you will be required to come in person to schedule your next appointment.

### **Be Prepared:**

Before your session, review your course material and attempt the problems. Academic Coaches are here to guide you, not to do the work for you. Sessions will focus on understanding concepts rather than solving problems for you.

### **Class Materials and Methods:**

Bring your class notes! Academic Coaches/Peer Tutors will follow the methods your instructor teaches. If needed, they will refer to your textbook as a secondary resource.

If you don't have your notes, no problem—our Academic Coaches/Peer Tutors will shift the session to focus on helpful academic success strategies instead!

### **What We Can and Cannot Help With:**

- Academic Coaches will work through examples from your notes or textbook, answer questions, and provide study tips.
- They will **NOT** complete your homework, cover material from missed classes, or help with take-home exams or quizzes.
- Academic Coaches will support you at any stage of the writing process, from understanding assignments and brainstorming ideas to organizing, drafting, and editing. Services include feedback on thesis statements, coherence, grammar, and citations in MLA, APA, or CMS formats.
- ESL students can also receive help with writing, language structure, and conversation practice.

**No Distractions:**

- Food, drinks, and children are **NOT** allowed during 1:1 coaching session.
- Online sessions are usually 30 minutes long, so please come prepared with your materials and questions.
- Reduce distractions—mute background noise, set your phone to vibrate, and avoid answering calls. Sessions may end early if distractions are disruptive.

**Delays and Availability:**

If an Academic Coach/Peer Tutor is unavailable at your scheduled time, please be patient. Call the Excelsior: Tutoring Center at **636-922-8444** for updates.