1. STUDENTS MUST ARRIVE AT THE READING AND WRITING CENTER (“THE CENTER”) FOR LAB OR WORKSHOP ON TIME. Being tardy distracts your classmates and your assigned tutors. You could also miss vital information.

2. STUDENTS ARE NOT PERMITTED TO BRING ANY FOOD, SNACKS, OR DRINKS TO LAB OR WORKSHOP. (However, they can bring a bottle of water.) Crumbs and spills encourage mice, roaches and other unwanted critters to reside in the classrooms.

3. ALL CELLPHONES AND GADGETS MUST BE SILENCED OR ON VIBRATE WHILE LAB OR WORKSHOP IS IN SESSION. Students are entitled to an environment conducive to learning. In emergency cases, you can step out of lab or workshop to use your cell phone OUTSIDE of the Center to avoid such class disruptions.

4. STUDENTS SHOULD RESPECT THEIR ASSIGNED TUTORS FOR LAB OR WORKSHOP. Tutors are here to help students prepare for both the ACT Reading and CATW exams. Labs and workshops take place in a classroom setting, and should be treated as such. Tutors require the students’ undivided attention.

5. STUDENTS MUST BE PREPARED FOR LAB OR WORKSHOP. You are expected to have a pen, paper and your completed assignments from tutors in your possession. Students must treat their lab and workshop as a regular class; therefore, they must complete their assignments when given.

6. DISORDERLY OR INDECENT CONDUCT (CURSING, SHOUTING, ETC.) IN LAB OR WORKSHOP IS PROHIBITED. This behavior will not be tolerated by the College. Any physical contact/altercation will be handled by Public Safety officers. Students should act like, and will be treated as adults.

7. STUDENTS SHOULD NOT HAVE ANY LOUD MUSIC PLAYING FROM THEIR ELECTRONIC DEVICES WHEN ENTERING THE CENTER, OR WEAR HEADPHONES DURING LABS OR WORKSHOPS. Not only does it cause a major distraction to the other students who are receiving assistance, but it also shows a lack of respect.

8. NO ONE OTHER THAN THE STUDENTS ASSIGNED TO A LAB OR WORKSHOP ARE PERMITTED TO ATTEND. Friends and/or family members are not permitted to sit in on a class.

9. WHEN LAB OR WORKSHOP IS OVER, STUDENTS SHOULD NOT STOP TO CHAT OR EXIT IN A LOUD FASHION. It distracts students who are being tutored in the Center. Students must leave their lab or workshop in a timely and orderly fashion.

10. IT IS HIGHLY RECOMMENDED FOR STUDENTS TO USE THE RESTROOM BEFORE THEY ENTER A LAB OR WORKSHOP. Student restrooms are located on the 1st and 3rd floors. If a student leaves the class for more than ten minutes, they risk having the extended absence noted on the attendance sheet.

Student
Name (Print) ___________________________ Signature ___________________________ Date ___________________________

Tutor
Name (Print) ___________________________ Signature ___________________________ Date ___________________________