Welcome to the Tutoring Center …where the pieces of the puzzle fall into place.

Lanham Hall, Room 114 | 301-546-0748
www.pgcc.edu/go/tutoringcenter

Please Note: In order to maintain quality tutoring, we ask that no children be brought to appointments.

What subjects are available?
We offer tutoring in the following subjects:

• Accounting (ACC)
• Biology (BIO)
• Chemistry (CHM)
• Foreign Language
• Information Technology (INT)
• Math (MAT)
• Nursing (NUR)
• Physical Science (PSC)
• Physics (PHY)

Subject availability changes each semester. Please call the scheduling desk at 301-546-0748 to check for availability.

On a weekly basis, students may make an appointment for subjects in which they are currently enrolled.

Owl Alert: Text Messaging and E-mail Notification System
Owl Alert sends text messages instantly and simultaneously to all students who register their Smart or Satellite phone, mobile phone, Blackberry, wireless PDA, pager, and/or preferred e-mail addresses.

These messages also can be added to the student’s Google, Yahoo, AOL, or Windows Live home page as an RSS feed.

These notifications will apply to weather cancellations, delays, and emergency conditions, including major disruptions in technology services.

Please register with Owl Alert now!
Go to www.pgcc.edu/go/owlalert
This will be the surest way for you to receive emergency notifications critical to your safety and well-being.

Whom do I contact with questions?
Scheduling Desk ................ 301-546-0748
Coordinator for Academic Tutoring .......... 301-546-0082
What is expected of me, the student?
- You should arrive on time for your appointment.
- You should bring your textbook, lab book, syllabi, lecture notes, and assignments with you.
- You should have read the material and worked the problems prior to coming to your tutoring center appointment.
- You must silence all cell phones and electronic devices before entering the tutoring center.

What will the tutoring center not do?
- The tutoring center will not do your homework for you. It is your responsibility to come prepared.
- The tutoring center will not provide answers to take-home tests or assignments that count toward your final course grade.
- The tutoring center will not sign off that you have attended a tutoring appointment.

How many appointments may I make?
Two 60-minute appointments
or
One 60-minute and two 30-minute appointments
or
Four 30-minute appointments

Only one appointment per day is allowed!

How do I make an appointment?
You may call 301-546-0748 for an appointment or stop by the scheduling desk located in Lanham Hall on the first floor. You will be asked for the following information:
- Your name
- Your student ID number (located through Owl Link)
- The subject you need tutoring in (i.e., BIO-1010, not general biology)
- Your preferred day and time
- A day and evening phone number so that we can contact you in case of tutor cancellation

Appointments may be made up to two weeks in advance.

Is group tutoring available?
Two or more students may make back-to-back appointments and share each other’s time slot for a group tutoring session.

When is the Tutoring Center open?
Fall and Spring Semesters:
Monday–Thursday … 8:30 a.m.–8:30 p.m.
Friday ………………… 8:30 a.m.–4:30 p.m.
Saturday ……………… 8:30 a.m.–3:30 p.m.
Summer Semester:
Monday–Thursday … 8:30 a.m.–7:30 p.m.
Friday ………………… 8:30 a.m.–4:30 p.m.

Attendance/Cancellation Policy
- All appointments made must be made by the individual who will be receiving the tutoring. Parents may not make appointments for their children.
- Any appointment cancellation must be made at least 24 hours before the appointment or you will be considered a no-show. Call 301-546-0748 to cancel or leave a message.
- Appointments made on the same day are expected to be kept; otherwise, you will be considered a no-show.
- If you arrive more than 10 minutes late, your appointment will be available for walk-ins. If your time is given away, you will be considered a no-show. If your time is still available, a late arrival form will be created.
- If you have two no-shows, you will be called by the coordinator for academic tutoring. On the third no-show, you will be blocked from making an appointment for up to one month and any scheduled appointments will be cancelled.
- If your missed appointment was due to a specific circumstance, you may schedule a meeting with the coordinator for academic tutoring.