Sample Syllabi Insert

As you prepare your syllabi for this semester, please consider including information about the offerings of the Student Success Centers (SSC) and other tutoring centers on campus. The blurb below is a suggestion for inclusion in your syllabi. Feel free to edit or to add to as you see fit. Please let me know if you have any questions or suggestions.

**--quote--**

Tutoring is available free of charge at all 13 tutoring locations on the 5 MGA campuses for currently enrolled students. To view center contact information, subjects tutored, and tutor availability, go to the SSC website at <http://www.mga.edu/student-success-center/>. You can now book your own SSC tutoring sessions (face-to-face and online) through the [“Book an Appointment”](https://mga.mywconline.com/) link on the Student Success Center website. Other services at the SSC include online academic workshops and a robust website with resources for academic assistance. The centers also have computer workstations, printing, and Internet access.

How to get the most out of a tutoring session:

1. Start right away.  Students who begin tutoring from the beginning of the semester typically do better than those who wait.
2. Book your appointments early.  During peak hours, you may need to book a week in advance to get the times you want.
3. Come prepared.  Please bring your syllabus, class notes, textbook, and specific assignment. Look over the readings and try the problems.  If you can, bring a list of specific questions.  The more you prepare, the more you will get out of the session.
4. **Tutoring is not a substitute for attending class!** If you miss a class, first get notes from a classmate.

**--unquote--**