Before receiving tutoring a “Tutor Request” form must be completed by the tutee. The form is available in ED 215 or online at http://www.citruscollege.edu/lc. Tutoring is offered to students only for the courses in which the student is enrolled.

Appointments must be made within 24 hours minimum– not more than 4 days in advance, excluding Saturdays, Sundays, and holidays.

- Maximum two 50 minutes per week per subject, for the fall & spring semester, three 50 minutes per week per subject for summer & winter sessions.
- Tutoring appointment may have up to 3 students per session – must be the same class and topic.
- Tutors will only wait 15 minutes after the hour; you’ll be considered a “NO SHOW” after 15 minutes, call 626-914-8570 if you are going to be late – only 2 NO SHOWS – MUST SEE SUPERVISOR!
- Or 2 CANCELLATIONS per semester – the cancellation phone number is: 626-914-8547, CALL AS SOON AS POSSIBLE!
- You MUST bring your student ID card – No ID card – NO TUTORING
- Come prepared – bring textbook, questions, and instructor’s notes
- Children are not allowed in the Learning Center
- Cell phone must be on silence during the tutoring session.
- Please report any problems to the tutorial staff immediately. Positive comments are also important and appreciated.
- Please fill out an evaluation before you leave Tutorial Services.

- Tutorial Services: 626.914.8570
- Cancellation line: 626.914.8547
- Questions/Concerns: 626.914.8626
- Email: ocanales@citruscollege.edu or arobles@citruscollege.edu