Instructions for Center for Academic Success Tutoring Accommodations
Accessibility Services, 123 Row Hall, counseling@westga.edu, (678) 839-6428,
http://www.westga.edu/accessibility
Center for Academic Success, UCC 204, cas@westga.edu, (678) 839-6280,
http://www.westga.edu/cas
Updated January, 2016

All students at UWG are encouraged to use the peer tutoring services (provided for most core curriculum courses) available through the Center for Academic Success (CAS). If you have a Student Accommodation Report (SAR), you are eligible to receive certain tutoring accommodations at the CAS, such as more tutoring sessions and/or longer sessions. To receive these accommodations, do the following:

Email your SAR to Carrie Ziglar, Interim Director (cziglar@westga.edu). In this email request an appointment to discuss your SAR and tutoring needs. Take all of your course syllabi to that meeting.

Please be aware of the following:

- Ms. Ziglar will not share your SAR with your tutors. Your tutor will only be told that you are being allowed an exception to CAS typical procedures.
- You do not have to tell your tutors about your personal situation, though you may choose to help them understand some ways that they may assist you better.
- Some examples of helpful information to share with your tutor include:
  - you require extra repetitions of information for comprehension
  - you wish to record the tutoring session
  - you wish to use your AMAC books during tutoring
  - you need to cover the problems that you are not working on with a blank sheet of paper

Hours, Locations, and Scheduling:

- Monday through Thursday 9:00 am until 9:00 pm
- Friday 9:00 am until 5:00 pm
- Appointments from 7:00-9:00 pm are held in the Center’s Outpost in the Library.
- All other appointments are held in the Tutor Center in UCC 204.
- After you meet with Ms. Ziglar, to make an appointment, you may come to the CAS front desk, call 678-839-6280, or click “schedule appointment” next to the appropriate course in your GradesFirst profile.
- Ms. Ziglar will provide you with important information concerning scheduling and the CAS cancellation policy.