

## Instructions for Center for Academic Success Tutoring Accommodations

Accessibility Services, 123 Row Hall, [counseling@westga.edu](mailto:counseling@westga.edu), (678) 839-6428,

<http://www.westga.edu/accessibility>

Center for Academic Success, UCC 204, [cas@westga.edu](mailto:cas@westga.edu), (678) 839-6280,

<http://www.westga.edu/cas>

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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 Chris Black, Tutoring Coordinator ([cblack@westga.edu](mailto:cblack@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:**

- Mr. Black 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 Mr. Black, 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.
- Mr. Black will provide you with important information concerning scheduling and the CAS cancellation policy.