Academic Resource Center Peer Tutors / Spring 2019

ACE Content Tutors	Math Tutors	Writing Tutors
(Drop in or by appointment)	(Drop in/appointment)	(Drop in or by appointment)
American Sign Language Theresa Jacobs	Ismail Alhindi	Noah Bland - bus
Business Amina Bleen, Eric Ingram, Kelly Mix, Dalton Young	Paris Bell	Natalie Blanton
CIS & SWE Mustafa Nor	Cayla Bensman - phy	Anita Ferguson
Exercise Science Levi Beckholt	Emily Hardman	Lindsay Gallaugher - hst
History Lindsay Gallaugher	David Kish - ltn	Paige Gmerek
Latin Zachary Ratliff, Adam Von Der Embse	Bailey Line	Cullen Moore - crj
Philosophy Maggie Smith, Zachary Ratliff	Kenneth Pettay	Maggie Smith - thl
Physics Marissa Wierzbicki	Zachary Ratliff – thl, ltn	Maya Steller
Psychology Lizzy Bloodsworth, Adam Von Der Embse	Lindsey Rentzsch	Larissa Vasquez
Science (BIO & CHM) Emma Bergman, Zach Fausnaugh, Daniel Salmonowicz, Ryan Scaduto, Cheyenne Story, Marissa Wierzbicki		Molly Wilson
Sociology/Social Work Adam Von Der Embse		
Spanish Kelly Mix, Marissa Wierzbicki	**MATH LAB Spangler 206A**	**WRITING CENTER Spangler 206B**
Theology Zachary Ratliff, Maggie Smith, Adam Von Der Embse		
CONTENT TUTORING Spangler 207 annex		
To make an appointment, go to www.ohiodominican.edu/arc OR Email the tutor directly at his/her Ohio Dominican email account		Learning Assistance is offered at no charge to all Ohio Dominican University students.

ACE = Content	The Math Lab	The Write Place
Spangler 207 annex	Spangler 206A	Spangler 206B
academicresourcecenter@ohiodominican.edu	mathlab@ohiodominican.edu	writeplace@ohiodominican.edu
www.ohiodominican.edu/arc/ace	www.ohiodominican.edu/arc/mathlab	www.ohiodominican.edu/arc/writeplace
Appointment and Drop-in hours:	**Appointment and Drop-in hours:**	**Appointment and Drop-in hours:**
See *Current Schedule* Online NOTE: The schedule indicates the specialty of each tutor To make an appointment, use TutorTrac online	See *Current Schedule* Online NOTE: The schedule indicates the specialty of each tutor	See *Current Schedule* Online

Guidelines for working with all Academic Resource Center tutors

- Work on your own first – rework your notes, (re)read the textbook, look at online tutorials
- Be specific with your questions – it's hard to help a student who overgeneralizes, for example:
    - "I don't understand Chapter 3"
    - "I can't do this problem"
    - "I don't get anything in this class"
- A tutor will **not** assist you with take-home quizzes or test questions.
- Plan ahead – avoid last-minute rushing – make an appointment (see below)

How to make an appointment using TutorTrac

Go to http://tutortrac.ohiodominican.edu or go to the Academic Resource Center web page (http://www.ohiodominican.edu/arc) and click on the "TutorTrac" link on the middle of the page.

Sign into TutorTrac using your **ODU username and password**.

1. On the left side, under "Student Options," click on "**Search Availability…**"
2. From the drop down menu on the left-hand side of the page, **choose the Center** you wish to visit: **ACE** (content tutoring), **WRITING**, or **MATH**.
3. Click the "**Search**" button. TutorTrac automatically searches for the next two weeks.
4. When you find an open time that is convenient for you (highlighted in green), click on it. A new box will open:
   √ Use the drop down arrow by "**Subject**" to choose the course for which you are visiting.
   √ Use the drop down arrow by "**Reason**" to select the reason (most likely "Tutoring").
   √ Click "**Save**" and you are done!
5. **If you have trouble** using TutorTrac, find the tutor's name on the ARC tutor list and email him/her directly for an appointment. (Link is in the sidebar on the ARC website)