

ACE Content Tutors – Spring 2017

American Sign Language

Margaret Lesheski
Megan Lesheski

Business

Andrew Lorenz
Kelly Mix

Biology

Shilpa Murthy
Vincent Relli-Dempsey

Chemistry

Megan Lesheski
Jillian Stafford
Zack Williams

Criminal Justice

Madison Arnold

Computer Info/SWE

Jacob Poe

History & Political Science

William Moore

Philosophy

Alexis Haynes
Megan Lesheski

Physics

Vincent Relli-Dempsey
Jillian Stafford
Julia Weaver

Psychology

Alexis Haynes

Sociology & Social Work

Nicole LaMaye

Spanish

Nicole LaMaye
Kelly Mix

Please see the Drop in Schedule online: www.ohiodominican.edu/arc

Use [Tutor Trac](#) to make an appointment.

When using Tutor Trac to find a content tutor, select center = ACE)

NOTE: If Tutor Trac is not working, please email tutors directly

Content Tutors → ACE, outside of Spangler 207
Math Tutors → Math Lab, Spangler 206A
Writing Tutors → Write Place, Spangler 206B

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
Drop-in hours: (Other times by Appointment)	Drop-in hours:	Drop-in hours: (Other times by Appointment)
<p><i>Monday – Wednesday</i> 9:30 AM – 5:00 PM</p> <p><i>Thursday & Friday</i> 9:30 AM – 2:00 PM</p>	<p>See Current Schedule online</p> <p>NOTE: The schedule indicates the specialty of each tutor</p>	<p><i>Mon – Wed</i> 10:00 AM – 8:00 PM</p> <p><i>Thursday</i> 10:00 AM – 6:00 PM</p> <p><i>Friday</i> 10:00 AM – 3:00 PM</p> <p><i>Sunday</i> 6:00 PM – 8:00 PM</p>

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:
 - “What distinguishes meiosis from mitosis” vs. “I don’t understand Chapter 3”
 - “I’m not sure how to set up the conversion in step four” vs. “I can’t do this problem”
 - “Can you help me understand future value?” vs. “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) or **WRITING**. (No appointments for the Math Lab, just drop in.)
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 Tutor Trac, 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)