

Student Support Services: Tutoring/Learning Space Policy for Rooms 339A, 401 and 404

Student Support Services is committed to providing a suitable tutoring and learning space to support students' academic goals, study and research.

Purpose: Learning spaces are available for use by SSS tutors and SSS students. These rooms (339A, 401 and 404) may be used for one-on-one tutoring, small group and individual study.

These rooms are available for tutoring during the hours that Ceres Hall is open (M-Th 8:00am-7:00 pm; F 8:00 a.m.-5:00 p.m.), until 15 minutes before closing.

Room 339A has been designated as the accessible tutoring room. The room is available on an as-requested basis and priority is given to students and tutors who cannot physically access 404 or need a quieter space with limited distraction. This room will close at 5p.m. if there are no later reservations.

Use: Tutors may reserve **339A** in advance by contacting the TRIO Programs front office either in person or by calling 1-8028. Tutor reservations will be held for 15 minutes past the reserved time. Unless the tutor has notified the front desk that he or she will be late, the room will be available to others.

SSS tutors and students should verify the availability of 339A with the TRIO Programs front office staff. If the room is available, SSS tutors and participants must sign in at the front desk. There is a 2 hour limit on the use of 339A if others are waiting to use it. If no one is waiting, then the room may be used for up to another 2 hours.

Rooms 401 and 404 room serves as the SSS learning 'hub' for tutoring sessions, group study, computer access and individual study. The space is reservable for SSS project functions as well as other TRIO projects. However, the 401 classroom is strictly to be used for SSS instruction and staff meetings. Exemptions require approval from Aida Martinez-Freeman, SSS Project Director.

Guidelines:

- Only SSS tutors, participants, SSS staff and other TRIO projects have access to 339A and 404.
- **For 339A**, priority is given to tutors and students who cannot physically access 404 and/or need a smaller, quieter space to concentrate.
- **Both 339A and 404** must be returned to their original condition and vacated 15 minutes prior to closing time.
- SSS tutors and participants are advised not to leave personal belongings unattended in these rooms.
- 404 door is not to be propped open.
- The TVs in 404 and 401 are intended for the emergency management system, and/or classroom instruction but not for viewing programs.

Damage and Liabilities: SSS is not responsible for damage, loss, or theft of personal property.