



**ADMINISTRATIVE REGULATION
AND PROCEDURE**

Title: TUTORING SERVICES

Code: FF0101

Policy Reference: N/A

The main objective of the tutoring program is to provide a supportive service for students having difficulties in subject areas related to their educational goals.

Tutoring service is the district wide responsibility of the Retention and Completion Division (STAY Pillar).

1. Any currently enrolled MATC student may apply for tutoring assistance. The service will be provided if a qualified tutor can be found and schedules collaborated. Applications for tutoring services can be made any time during either semester or summer.
 2. Tutors who are also MATC students must be currently enrolled at MATC, taking 6 or more credits, have A's and B's in the courses they wish to tutor, have an overall GPA of 3.0, have teacher recommendations, and be cleared through the Financial Aid Department.
 3. Outside hires from the community, other colleges, former instructors, and retired instructors may also become tutors. These part-time tutors may work up to 19 hours per week. They must either provide copies of their college transcripts, or be able to demonstrate competency from their work experience in the areas to be tutored.
 4. Notices are posted on the MATC job website. Announcements are made in the school paper and through instructors, counselors, and administrators, indicating the jobs that are available.
 5. The student who is willing to serve as a tutor applies at the MATC Tutoring Center on the Milwaukee Campus or at the ASC at a regional campus. Students also or may submit an application directly on the MATC HR job posting website.
 6. The student who wishes tutorial services may walk in to any ASC in order to get occasional help. In order to get a tutor of a more specific subject area, the students can make this request at any ASC office or an ASC at a regional campus. Students may also attend In-Class Tutoring as a part of attending a specific course.
 7. A Coordinator of Tutoring Services and Academic Support is in charge of matching the persons who wish to tutor with those who wish to be tutored. The Coordinator will also secure recommendations from appropriate instructors and establish a schedule for tutoring sessions. Educational Assistants will assist the Coordinator in many of the above activities.
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Title: USE OF MATC ATHLETIC FIELDS BY EXTERNAL INDIVIDUALS AND GROUPS
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Code: FF0051

8. Tutors will be paid biweekly, based on time reports approved by the educational assistant and submitted to the Payroll office every other week.

Office of Responsibility: Stay Pillar, Retention and Completion
Last Reviewed: Apr-2022