



**ADMINISTRATIVE REGULATION  
AND PROCEDURE**

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Title: TUTORING SERVICE

Code: FF0101

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Policy Reference: N/A

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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 districtwide responsibility of Student Services.

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 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 bulletin boards. 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 Tutoring Center on the Milwaukee Campus and to the Student Services office on the regional campuses.
6. The student who wishes tutorial services applies in the Tutoring Center at the Milwaukee Campus or at the Student Services office on the regional campuses.
7. The educational assistants are in charge of matching the persons who wish to tutor with those who wish to be tutored. The educational assistants secure recommendations from appropriate instructors and establish a schedule for tutoring sessions.
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: Student Services

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