Appointment-Based Tutor Training Topics

Customer Service

Accessing TutorTrac: www.cgc.edu/lc/tutortrac

Setting up your specialties

Setting up/updating your availability

Accessing your schedule

Policies and procedures

- Sign into HRMS when you arrive for your appointment.
- Do not stay longer than your scheduled appointment without prior approval.
- If your tutee does not show up in the first 15 minutes of the appointment, sign out of HRMS and inform Learning Center staff that the tutee was a no show.
- Do not set up impromptu appointments. All appointments must be made in TutorTrac.
- Students are allowed no more than 2 hours of tutoring each week.

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