LAC Procedures

Sign In/Out

When you come into the LAC, we ask that you please Sign-In using the computer by the front door. Swipe your WKU ID Card and tell the tutor a class (For Example Eng. 055) and a reason for coming (Tutoring). When leaving the center please be sure to sign out by simply swiping your card again. If you forget to sign out, TutorTrac will send you a warning email stating that your visit was terminated. Regardless of why you are stepping out or leaving the LAC (bathroom break, phone call, etc.) please sign out. If leaving belongings in the LAC, please remember we are not responsible if anything is lost or stolen.

Please keep all electronic devices on silent, including cell phones. If you need to take a call, please sign out for the duration and step outside the LAC.

You may listen to your music/iPod/etc. as long as it does not disturb other students sitting near you. We will ask you to turn it down if it gets too loud.

Remember that this is a work area, so please try to keep the noise down. Students may work together but if it becomes distracting to other students, we will ask you to quiet down.

Remember to bring your class materials with you, such as assignment handouts, worksheets, directions, and notes so that you have it if needed and so we may refer to it.

We keep a list of tests and quizzes instructors have allowed us to help with, but we will help on all other assignments if also approved by the instructor. Please note we abide by all instructors’ policies and procedures.

When you come in for help with an English Paper, remember to grab the English Pink Sheet by Jan’s office door and fill out the necessary information. Bring a typed, clean copy of your paper. Please plan ahead, waiting until the last minute may mean we have to turn you away. We try to allot 20 minutes per paper and if you come in 30 minutes before your class starts, there is not enough time to review the paper and allow you to edit it.

Plagiarism, don’t do it! We love to help you, but we will not write your paper for you.

We have a “5 Minute Math Rule” with our tutors. If you have several problems in Math and we are extremely busy, we can only spend 5 minutes with each student. We’ll help you work one problem and encourage you to try the others using that example. We will come back to check on you and give additional help.

We love to help you with your work but we will not do it for you, and remember, we cannot take your quizzes or tests for you.