Science and Math Tutoring

Scott Hevner Learning Support Specialist
The Science and Math Tutoring Services
Student Success Center (SSC)

Room M1704  Telephone Number: (419) 251-1493
Email: scott.hevner@mercycollege.edu

Monday Tuesday Wednesday and Friday 9:00 AM to 5:00 PM
Thursday 10:00 AM to 6:00 PM

Services Provided But Not Limited To
All Biology, Chemistry, Physics, Math and Math-Based Nursing Classes, Reading Comprehension, Basic Math, Studying and Organizing Materials for an Exam, Note Taking and Powerpoint Use

Assistance with Appointment Plus: Myself, Angela Woodel (419) 251-1734

To Schedule an Appointment: Use the Appointment Plus system on our website.
1. Go to the Mercy College website at www.mercycollege.edu Click Menu in the upper right
2. In the white section under Student Affairs click Student Success Center
3. If you don’t have an Appointment Plus Account - Next to where it says Schedule your Advising or Tutoring Appointment (All Programs) click the Blue Sign Up button. Then Create an Account or enter your login if you have one already
4. After filling out the form and clicking Create an Account, then click Click Here to Proceed
   In the dropdown menu:
   Select Type of Service: (i.e. ASN Advisor, Writing Tutor, etc.)
   Select Appointment Type: (face to face on campus, phone conference, on-line video conference)
   Select name of advisor or tutor
5. Select a day and date on the calendar. Notice that the unavailable days are greyed out
6. After selecting a day the hours available will show in a column Select Appointment Time.
   Find an Appointment time and click the green Book It button
7. If you want appointment reminders via your phone:
   Under Send SMS Appointment reminders fill in your mobile/cell phone number
   If you do not want them click Do Not Send SMS appointment reminders.
8. Click Finalize Appointment
Individual Tutoring: By appointment, generally in ½ to 1 hour blocks, this may be extended if time permits or there are no other appointments. Tutoring will be exclusive for that time block. Walk-ins will only be permitted with the consent of the individual making the appointment. When you schedule your appointment, give me some advance notice of what you want to work on so that I may be able to prepare for your session. Also please make your own appointments for individual tutoring. Don’t have friends make them for you and do not make more than two at a time. **Keep the appointments you make!!!** If you need to cancel a tutoring appointment enter it into the Appointment Plus system as soon as possible. Remember other students may need this time slot!!!

Group Tutoring: Groups of up to three may be accommodated. However, the more people tutored at once, the less time is devoted to each student, defeating the purpose (individual attention) of the tutoring session. Fill in the groups info on the Appointment Plus system.

Walk-In Tutoring: Students may come for tutoring without an appointment and may stay as long as they need, unless I have other tutoring sessions, commitments, meetings, or tutoring hours end, etc. If other walk-ins come in time may have to be divided between them.

Canvas Distance Education Tutoring: For students having difficulty commuting to campus, this service can be scheduled via the Appointment Plus System. Send an email to me requesting this service so I can send you directions for web access and for setting up your computer in advance.

When making an appointment, include the course name and number and a brief description of what you want me to cover. If it is something in the text or lab manual tell me what the problem number(s) are, the pages and the textbook. For instance, if you are having problems determining the filling of orbitals by electrons, don’t just say you are having problems with electrons. This could be lots of different things! **Come prepared** with the specific topics or problems that you are having difficulty with. If you find you are having problems understanding “everything” e.g. large proportions of the material, whole chapters etc., I will still try to help you. However, it will be unlikely that I will be able to cover all the material with you.

Begin studying for exams early! Remember you may be competing with your classmates for appointments – especially during the week before the exam. Read my handout on How to Study for Exams downloadable from the SSC Canvas page. Begin reviewing material about one to two weeks before the exam to find all the loose ends and then come to the Tutoring Center.

All services are “in-house” only. I will not check over, edit or proofread homework, assignments or papers while you are not here. This will only be done while you are here with me.