



MercyCollege
of Ohio

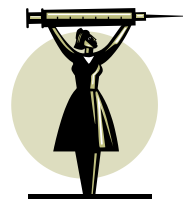
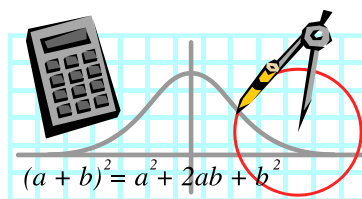
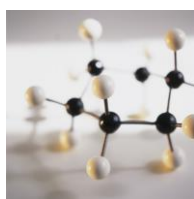
Effective 7/19/2018

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 and Wednesday 9:00 AM to 5:00 PM
Tuesday and Thursday 10:00 PM to 6:00 PM
Friday: 9:00 AM to 1:00 PM



Services Provided But Not Limited To

All Biology, Chemistry, Physics, Math and Math-Based Nursing Classes
Reading Comprehension and Basic Math
Studying and Organizing Materials for an Exam
Note Taking and Powerpoint Use

To Schedule an Appointment: Use the Appointment Plus system on our website.

- 1. Go to the college's website www.mercycollege.edu in the green column on the right, click Student Success Center (SSC) and click schedule your tutoring or advising appointment.**
- 2. New users create an account with your email address as login. Current users login.**
- 3. Then Select Service > Select Appointment Type > Select Tutor.**
- 4. Click the time slot fitting your schedule > Click Finalize Appointment**
- 5. Send me an email giving the Course(s) and Topic(s) you want to work on. Be as specific as possible. For instance Organic Chemistry - naming alkanes pp. 78 - 89 and College Algebra – factoring, Ch 3 Exercises 1 -20 on pages 32-44**
- 6. Do not make more than 3 appointments at a time. You may make more after you have attended your previous 3 sessions. Remember to attend appointments!**
- 7. Assistance with Appointment Plus: Myself or Sarah Dollarhide, Tel: (419) 251-1804**



Individual Tutoring: By appointment, generally in $\frac{1}{2}$ 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. 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.