

Instructions for Center for Academic Success Tutoring Accommodations

Accessibility Services, 123 Row Hall, counseling@westga.edu, (678) 839-6428,

<http://www.westga.edu/accessibility>

Center for Academic Success, UCC 204, cas@westga.edu, (678) 839-6280,

<http://www.westga.edu/cas>

Updated January, 2016

All students at UWG are encouraged to use the peer tutoring services (provided for most core curriculum courses) available through the [Center for Academic Success \(CAS\)](#). If you have a Student Accommodation Report (SAR), you are eligible to receive certain tutoring accommodations at the CAS, such as more tutoring sessions and/or longer sessions. To receive these accommodations, do the following:

Email your SAR to Carrie Ziglar, Interim Director (cziglar@westga.edu). In this email request an appointment to discuss your SAR and tutoring needs. **Take all of your course syllabi** to that meeting.

Please be aware of the following:

- Ms. Ziglar will not share your SAR with your tutors. Your tutor will only be told that you are being allowed an exception to CAS typical procedures.
- You do not have to tell your tutors about your personal situation, though you may choose to help them understand some ways that they may assist you better.
- Some examples of helpful information to share with your tutor include:
 - you require extra repetitions of information for comprehension
 - you wish to record the tutoring session
 - you wish to use your AMAC books during tutoring
 - you need to cover the problems that you are not working on with a blank sheet of paper

Hours, Locations, and Scheduling:

- Monday through Thursday 9:00 am until 9:00 pm
- Friday 9:00 am until 5:00 pm
- Appointments from 7:00-9:00 pm are held in the Center's Outpost in the Library.
- All other appointments are held in the Tutor Center in UCC 204.
- After you meet with Ms. Ziglar, to make an appointment, you may come to the CAS front desk, call 678-839-6280, or click "schedule appointment" next to the appropriate course in your GradesFirst profile.
- Ms. Ziglar will provide you with important information concerning scheduling and the CAS cancellation policy.