

Reminders

Timesheets:

1. Submit your timesheets on time via campus mail and email or personal delivery.
2. Be sure all the information is correct and sign it in ink.
3. If you tutor at a regional campus, send your original, signed timesheet to the person who processes your timesheet.

Tutoring Sign-In:

1. Remind students to sign in electronically, entering all information including their current major.
2. Make sure students have also logged-out before they leave the Tutoring Center.

Food and Drink:

1. Food and drink are not allowed in the Tutoring Centers.
2. Please police your area and be an example for students. They will take their cue from you.

Report Tutoring Center Problems:

Such as Supplies, Equipment, and Housekeeping Issues to Barbara Thomas, Manager of Tutorial Services (barbara.thomas@kctcs.edu; 859-246-4613), or Becky Womack, Coordinator of Tutorial Services (becky.womack@kctcs.edu; 859-246-6562).

