

1-to-1 Tutoring: Details and Instructions for BCIT Students

Courses for which 1-to-1 is Available

One-to-one peer tutoring is available for select high-demand programs and courses:

- Architectural & Building Engineering
 - BLDG 1600 & 2600
 - PHYS 1140
- Business Courses
 - OPMT 1110 & 1130
 - FMGT 1100, 1105, 2100, & 2540
 - ECON 2100 & 2200
- Computer Systems
 - COMP 1510, 2121, 2510, & 2522
- Electrical and Computer Engineering
 - ELEX 1105, 1117, 2120 & 2125
 - MATH 1431
 - PHYS 1143
- Mechanical Engineering
 - Math 1491 & 2491
 - MECH 1120, 1141, 2240 & 2241
 - CHSC 1105

⇒ If your course is not on the above 1-to-1 list, we recommend that you try drop-in tutoring. We offer FREE drop-in peer tutoring in the above as well as many other courses and programs.⇐

1-to-1 Guidelines

- 1-to-1 peer tutoring takes place in the Burnaby Campus Library & Learning Commons
- Students may book no more than 1 tutoring appointment per week
- Appointments can be booked from 2 to 9 days in advance (i.e. no less than 48 hours in advance)
- Appointments can be cancelled up to 24 hours in advance
- If you miss a tutoring appointment without cancelling:
 - 1) You will be required to pay for the appointment. Drop off a voucher at SE14 200B or contact staff at learningcommons@bcit.ca to arrange for payment
 - 2) You will be blocked from booking further 1-to-1 appointments until you pay for the missed appointment.

Payment for 1-to-1 peer tutoring

- The cost of 1-to-1 tutoring is \$20 per hour.
- Pay (cash or VISA) by purchasing a voucher from the Library Service Desk at Burnaby campus
- Present the voucher to tutor at start of appointment. Tutoring may not begin until a voucher is presented.

We will contact you at your my.bcit email address

- You will be notified of appointments through your mybcit email address so be sure to check it or forward it to your personal email address.
- Your tutor will also email you at your mybcit email address within 24 hours of the appointment being booked

How to Book a 1-to-1 Peer Tutoring Appointment

- 1) Go to <https://tutortrac.lib.bcit.ca/> and log in using your my.bcit login id and password.
- 2) Click on the 'Search Availability' icon in the top left corner of the screen.
- 3) Choose the center 'Peer Tutoring: 1-to-1 BBY'.

- 4) In the 'Section' field, select the course in which you require tutoring.
- 5) If needed, adjust the date fields.
- 6) Click on 'Search' to produce the available openings of tutors who can tutor this course.
- 7) If availabilities are found, choose the best option for you and click it.
- 8) In the appointment window, scroll down to save the appointment.
- 9) That's it! Both you and the tutor will receive a confirmation email.

No appointments available?

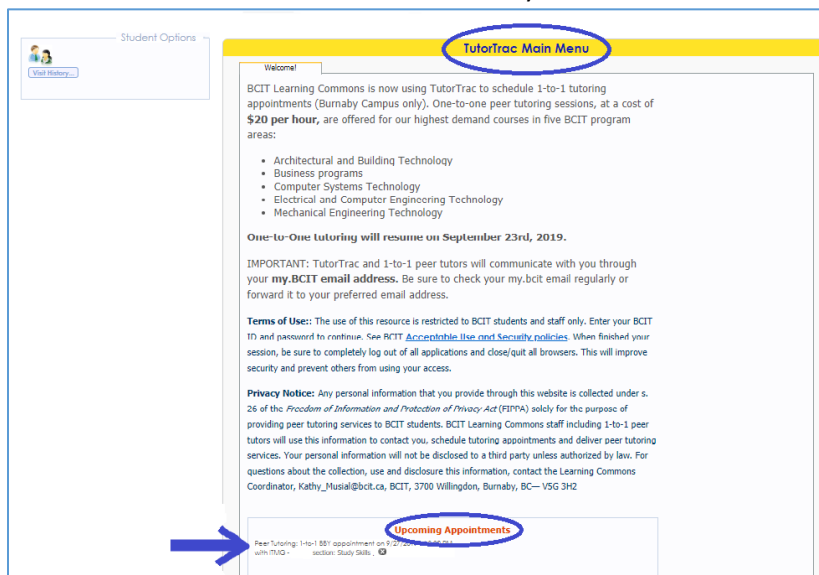
If no availabilities are found, either all tutor appointments are booked or perhaps we don't have a tutor for your program and course (see list of programs posted at top of this page).

If there is no 1-to-1 tutor in your program there may still be a tutor who can help via drop-in peer tutoring which is free of cost. Visit drop-in peer tutoring during scheduled hours and speak with the Welcome Desk Host and other tutors to find someone who can help.

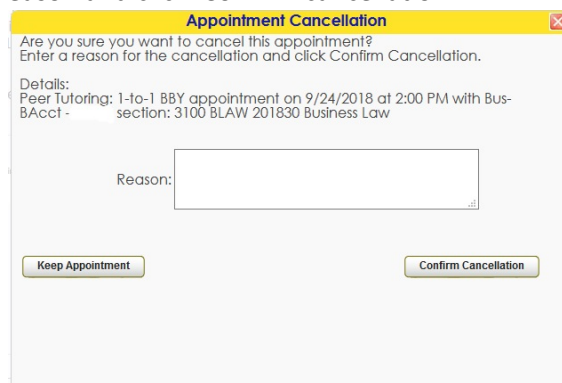
How to Cancel an Appointment

You may cancel appointments up to 24 hours prior to the appointment. After that you are required to pay for the session.

- 1) Log into TutorTrac (my.bcit login ID and password)
- 2) At the bottom of the TutorTrac main menu you will see a sub-window 'Upcoming Appointments'.



- 3) Click on the 'X' next to the appointment you wish to cancel
- 4) Type a reason and click 'Confirm cancellation'



- 5) Student and tutor will receive an email confirming cancellation.