IN-PERSON MATH TUTORING

ABOUT

GGU's Math Lab provides all GGU students with free math tutoring. Our tutoring staff offers one-on-one assistance with arithmetic, algebra, statistical analysis, and an array of other quantitative skills. Our tutors understand what skills are necessary to succeed in GGU courses and in students' academic and professional careers.

GGU students approach our math tutors with a variety of needs. Many students express fear of numbers or state that "math was always my worst subject." Some students are reluctant to say in the classroom that they "don't know where to begin" because they feel self-conscious admitting their concerns in front of peers. Others need assistance preparing for quantitative exams, such as placement tests, proficiency exams, or CLEP exams. And still others are simply hoping to strengthen their quantitative skills so that they can graduate GGU with the tools to solve problems and prevent mathematical errors in the future.

The Math Lab tutors offer hands-on support and encouragement in a non-threatening learning environment. They address students' math-related anxieties, identify counterproductive work habits, and develop students' confidence by highlighting individual strengths.

HOURS

Mondays - Thursdays, 1 - 8:30 pm
DROP-INS
· Drop-in any time
· No appointment necessary!
· Sessions are limited to half an hour if other students are waiting

LOCATION
Main Library, Room 1331 (San Francisco Campus)

MATH ONLINE TUTORING HELP (MOTH)

SUBMISSION GUIDELINES
To help us serve you efficiently, please abide by the following guidelines:
· You must submit your question via e-mail. Please complete a submission form each time you use this service. The online tutors will not respond without the accompanying form. Microsoft Word and Excel documents can be attached.
· In order to preserve your academic integrity, please do not request help with work you are expected to complete on your own. Depending on your course, this may include quizzes, homework assignments, lab assignments, take-home exams or other materials as specified by your instructors.
· CyberCampus Students: Math tutors deal with math topics only. Questions or problems regarding course navigation, hardware, software, or administration should be addressed either to your instructor or the CyberCampus Help Desk.

SUBMISSION FORMS
· CyberCampus Course
· On-site Course
HOURS & AVAILABILITY

· Math tutors will do their best to respond in 24-48 hours, excluding weekends and university holidays.
· You may submit as often as you wish, but please focus your questions as specifically as possible.

ABOUT THE TUTORS

Chris Clark, Math Tutoring Services Manager
Chris graduated from GGU with degrees in economics and finance. She has been teaching and tutoring math at GGU for sixteen years.

Shoshana Asher, Math Tutor
Shoshana is a UC Berkeley graduate with an M.A. in mathematics. She has been teaching and tutoring math at GGU for twenty years.

Nabanita Talukdar, Math Tutor
Nabanita holds an MS in corporate finance from GGU and is currently a Doctoral student at GGU. She began tutoring math at GGU in 2011.

Jessie Yu, Math Tutor
Jessie has a B.A. in corporate finance from San Francisco State University and is currently a Masters student at GGU. The latest member of our math tutoring staff, she joined us in 2012.

FAQS

· What types of questions can the math tutors help me with?
· Do I have to make an appointment?
What types of questions can the math tutors help me with?

Our tutors can help you with math-related issues from any of your GGU courses. The tutors can also assist you with preparation for GGU math proficiency exams or the math placement test. We are not able to answer questions such as, "Is this what my instructor wants?" or "Will this answer be enough for me to get credit?" It is up to you to find out from the instructor what your specific responsibilities are. The better organized you are, the better we'll be able to help you.

Do I have to make an appointment?

No. All math tutoring is on a drop-in basis. We are located in the University Library, room 1331 at the San Francisco campus on 536 Mission Street. You may come in as many days as you wish.

How long is each session?

Our tutoring resources are limited and many students need assistance; therefore the tutor will not spend more than ½ hour with you when others are waiting. If you'll remain in the room, the tutor will try to get back to you again. In any event, you should not expect to receive more than one hour total tutoring time on any given day when others are waiting.
If no one is waiting your time is unlimited. The earlier you get to the lab, the better the chances of having all your issues resolved. Please don't expect to come to the lab one hour before your homework is due and have all your questions answered.

Can students from the same class come for tutoring together? Yes, we welcome groups from the same class, space permitting.

How can I prepare for my math tutorial? The tutors have been instructed not to do your homework for you, nor can they be expected to provide a lecture that you have missed. However, they can help with homework when you are "stuck". Bring your work and be prepared with questions about specific concepts, problems, or concerns.

Can I bring a take-home exam to the math tutors? It depends on your instructor. S/he has the right to prohibit take-home exams from the lab. If not prohibited, then you may ask the tutor questions about the exam topics in general, but tutors will not assist with specific exam questions.

Do I need to bring anything with me to my tutorial? Bring your own textbook and calculator. The Math Lab does not loan students either textbooks or calculators. Bring your laptop if you're working with Microsoft Excel and PHStat2. If you don't have a laptop, you can use the Math Lab PC, although access may be limited if the lab is busy.

What if the tutor doesn't know the answer to my math problem? We wish we could solve every single math problem, but it's not possible! Tutors deal with over a dozen different classes, textbooks, and teachers;
we do our best, but sometimes we get "stumped" too. If this happens, your best resource is always your instructor.