**TUTORING SERVICES AND ACADEMIC SUPPORT**

SF State offers students support in their course work through tutoring, academic support programs, and individual conferences with instructors. There is no fee for SF State students for most options.

**Faculty Office Hours**

All faculty maintain regular office hours and they encourage students to meet with them. Meeting with instructors can help students answer questions, solve problems, prepare for tests, figure out how to do assignments, find additional help if needed, and even plan academic and career goals.

Students can find out about faculty office hours from the instructor, course syllabus, department offices, or websites. If students would like to meet with instructors individually, it is best to arrange an appointment in advance.

**Tutoring Support**

**Learning Assistance Center (LAC)**

The Learning Assistance Center (LAC) offers tutoring for undergraduate SF State students in the following areas: reading, writing, math, sciences and study skills for courses across disciplines. Tutors meet individually and in groups with students in both lower and upper division courses, including GWAR courses. As part of their ongoing education at the Center, LAC tutors complete a course and attend workshops on developing tutoring/teaching skills and strategies. The LAC is located in HSS 348 and is open Monday through Thursday, 9:00 a.m. – 4:00 p.m., and Friday, 9:00 a.m. – 12:00 p.m. Contact the LAC at (415) 338–1993 or visit the website at [lac.sfsu.edu](http://lac.sfsu.edu) to find out how to register and make appointments.

**Campus Academic Resource Program (CARP)**

The Campus Academic Resource Program (CARP) provides critical academic support services and evening tutorial opportunities for all undergraduate students at San Francisco State (SF State), placing special emphasis on first-generation and underrepresented students. CARP offers both one-on-one and group tutorial sessions to accommodate students’ individual learning needs and styles. Additionally, CARP Student Staff develop and facilitate in-class, study skills, content-based, and peer response workshops and collaborate with a variety of SF State programs and departments to provide tailored services for a wide range of students.

CARP is located in HSS 344 and is open Monday – Thursday from 4:00 p.m. – 8:00 p.m. and Friday from 11:00 a.m. – 2:00 p.m. Summer tutoring hours are 10:00 a.m. – 3:00 p.m. Monday through Thursday and 10:00 a.m. – 2:00 p.m. Friday.

For further information about CARP and the services we offer, please visit our website at [carp.sfsu.edu](http://carp.sfsu.edu) or call (415) 405–0316.

**Department-Based Tutoring**

Academic departments are possible sources of tutoring. For example, the following departments have offered academic support in the past: Accounting, Decision Sciences, Economics, English Composition (arrangements made through English instructors for the English Tutoring Center), Finance, Mathematics, and Philosophy (Critical Thinking). Check with particular departments to find out if they offer tutoring. Consult the SF State home page directory for department office locations and websites.

**Course-Based Tutoring**

For many courses, instructors have student assistants who can work with students on their course work. Students should take the opportunity to get to know these assistants—ask questions about course material or assignments and, if appropriate, set up tutoring time.