**WALK-IN HOURS**

**Fall & Spring (Math & Writing)**
- Monday: 9:00am—7:00 pm
- Tuesday: 9:00 am—7:00 pm
- Wednesday: 9:00 am—7:00 pm
- Thursday: 9:00 am—7:00 pm
- Friday: 9:00 am—2:00 pm
- Saturday: 11:00 am—2:00 pm
- Sunday: CLOSED

**Summer (Math & Writing)**
- Monday: 10:00 am—6:00 pm
- Tuesday: 10:00 am—6:00 pm
- Wednesday: 10:00 am—6:00 pm
- Thursday: 10:00 am—6:00 pm
- Friday-Sunday: CLOSED

**Additional Walk-in Subjects** *(Hours vary by semester):*
- Accounting
- Biology
- Chemistry
- Economics
- IT
- Physics
- Spanish

**PIER STAFF**

**Coordinator of Academic & Tutoring Services:**
Chris Stallings
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**Assistant Tutoring Coordinator:**
Emily Stinson
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**PIER At a Glance**

- PIER stands for Peer Instruction and Educational Resources
- Free tutoring for all NOVA students
- Walk-in hours — NO appointment needed
- Peer based, walk-in model: all tutors are current NOVA students and hours are primarily walk-in, giving students the freedom and flexibility to arrange tutoring sessions to fit into their schedules
- Always one math and one writing tutor scheduled
- No limits on student usage for walk-in hours
- Students can use the PIER as a study space
- Laptops and Graphing Calculators available for check-out in the PIER (NOVA ID required for check-out)

**EXTENUATING CIRCUMSTANCE TUTORING REQUESTS**
Due to budgetary restrictions, we encourage students to attend walk-in hours for tutoring whenever possible. However, when certain circumstances are met, or when we do not offer walk-in hours for a particular subject, we are able to offer tutoring services beyond our set walk-in hours. Please have students ask for an “Extenuating Circumstances Request Form” in the PIER.

**EMBEDDED TUTORING (Formerly NOVA Gold Program)**
The NOVA Gold program was the first of its kind at NVCC. Designed to provide tutoring assistance to students in the classroom, we have been embedding tutors into Developmental classrooms for over a decade. The tutors attend all classes and act as an extra resource to students and to the professor, working alongside them as they complete course assignments, all while developing stronger bonds due to classroom integration.

*Due to budgetary restrictions, we can only offer this service for Developmental English classes.*
CLASSROOM PRESENTATIONS

We offer classroom presentations by request. A tutor can come to your classroom to speak to students about the PIER, our services, and the benefits of tutoring for 5-10 minutes.

Contact estinson@nvcc.edu for more information or to sign up for a presentation.

CLASS TOUR OF THE PIER

What better way to encourage students to get tutoring than to show them the center itself? A PIER administrator can arrange a tour of your class along with a short presentation on tutoring services. Contact estinson@nvcc.edu to schedule your tour.

REFER A STUDENT

If you have a student that is struggling, fill out our “Faculty Referral” form, which will give an administrator more information on what the student needs assistance with and

An administrator will reach out to the student to give them more information on tutoring services.

HOW CAN FACULTY ENCOURAGE USE OF TUTORING SERVICES?

- Post assignments to Blackboard/Canvas so that students and tutors can access them easily during tutoring sessions.
- Consider giving extra credit for tutoring center attendance (we have a “Proof of Visit” form that proves they attended a session (the form is signed only by a tutor or an administrator).
- List Tutoring Center hours and information on Course Syllabus and/or Blackboard/Canvas.
- Sign up for a classroom presentation or tour of the PIER.
- Refer students that are struggling in your classes.
- Reach out to a PIER administrator to discuss a specific assignment that you’d like tutors to have more information about.
- Drop off handouts, send links, or contact a PIER administrator with any resources that would help both tutors and students with course materials.
- Stop by the PIER to say hi! We love to meet faculty members and form partnerships to better address your students’ needs.
We rely on faculty members to recommend strong students to apply as tutors. We always accept applications for tutors, though our primary hiring times are prior to the fall and spring semesters: July-August and November-December.

Please have any interested student read through the following requirements and pick up a Tutor Application in WS 328 or by emailing estinson@nvcc.edu

All Tutor Applicants must meet the following requirements:

- Be a current student at NVCC enrolled in at least 6 credits
- Have a GPA of at least 3.0
- Receive an A or B in all courses/subjects they wish to tutor in
- Work well in groups with a diverse population
- Provide an informal professor recommendation from an NVCC instructor (sent via email to a PIER administrator)
- Provide a copy of their unofficial transcripts (accessed via MyNOVA > SIS)
- Provide a writing sample (writing tutors only)
- Turn in a completed Tutor Application