Tutoring FAQ

**How much will I be paid?** $7.55 per hour for individual tutoring / $11.50 for groups

- You MUST have a second timecard authorized for group tutoring. Let Tracy know if you plan to work with multiple students. DO NOT adjust your hours on your own.

**Is there a limit to the amount of hours I can work?** No, there is not a limit to the total number of hours. We do limit hours to 2 per week / per tutee / per subject for individual tutoring.

**Someone asked me to tutor them, what do I do now?** Please have the student submit a tutor request form PRIOR to meeting with them.

**I placed into a high-level language or math class can I tutor the lower levels?** Yes!! Please list the highest level you are willing to tutor and note that you can do lower levels as well. For all subjects other than math and language, please list each class you would like to tutor.

**I brought in AP or transfer credit, can I tutor that class?** Yes, if you have Furman approved credit for a specific class you may tutor that class.

**Are there requirements to be a tutor?** Yes! You must maintain a minimum 3.0 cumulative GPA and have made a B or higher in the class you are applying to tutor.

**I completed all of my paperwork, now what?** You are good to go! We will let you know if there are any problems or if we are missing any documents. Students will contact you directly via email for help. Please be sure to touch base with Student Employment to make sure all of your paperwork there is complete and accurate.

**How do I log hours?** You must submit detailed information regarding tutoring session hours on an hour log form that can be found on our website. You must also enter your total hours to be paid in your MyFurman account.

**I can’t find my timecard in MyFurman?** Authorizations can take up to a week to come through, longer if employment paperwork needs to be processed. Email Tracy Carner and let her know so she can check its status.

**I need to add or remove classes from my availability list, who do I talk to?** To add classes, please complete the first page of the tutoring application, obtain appropriate signatures, and return the form to Tracy. To remove classes, please email Tracy a list.

**As a tutor, can I help someone edit a paper?** NO. Students who need help editing a paper should be referred to the Writing and Media Lab unless the help they need is directly content related.

*If you have questions about your role as a tutor, the registration process, what you can/cannot tutor please, or questions regarding payroll or your timecard, please email Tracy Carner.*