

ACADEMIC CENTER FOR EXCELLENCE GUIDELINES

FOR STUDENTS AND TUTORS

We welcome all current IU South Bend students to utilize the Center for tutoring, studying, and other academically-oriented activities. Please follow the guidelines below in order to keep the Center a quiet, comfortable environment for all.

SIGN IN/CHECK OUT

Always sign in upon your arrival -- and don't forget to sign out when you leave

NO CELL PHONE TOLERANCE

Please turn cell phones OFF (not to silent or vibrate) when entering the Center. Coming and going to take or place phone calls is distracting to others and disrespectful to either the student or tutor, whoever is forced to wait for the call to be resolved.

FOOD AND BEVERAGE POLICY

There is no food or drink allowed in the Center.

VOLUME CONTROL

At peak usage times, please keep your voice at library-like levels to maintain a conducive learning environment for everyone.

CHILDREN

We understand that child care arrangements can be challenging. However, for the sake of those studying around you, we ask that you not bring children with you to the Center.