

# How to get a language tutor

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**NOTE:** If it is spring semester and you are in SPN 101, 102, 201 or 202, go to to <http://lrc.salemstate.edu/tutors.htm> instead.

All language tutoring is done **by appointment**.

If you would like to **request** a tutoring appointment:

1. Go to **Navigator/Quick links** and click on **Request a Peer Tutor**. This will bring you to the tutor request system, **TutorTrac**: <https://tutortrac.salemstate.edu> (*TutorTrack* sometimes works best with Firefox or Internet Explorer)
2. On the left hand side of the screen, click on **Search Availability**
3. Under **Center**, select **World Languages and Cultures** from the drop-down menu.
4. Under **Section**, click on the dropdown arrow and the courses for which you are currently registered will appear. Click on the course you wish to have a tutor in.
5. If there is a tutor for the course you chose, their name and time availability will be listed. Click on a time that works for you and fill out Phone Number and Notes (what you need help with).
6. After completing the request, the tutor will get an email sent to their SSU email address and so will you. You may also opt to have a text message confirmation and reminder on the Main Menu page.

If you need to **cancel** the **appointment**, log in to *TutorTrac*. Your appointment will appear in the main menu. Click the “X” next to the appointment to cancel it. Please contact your tutor **directly** if you must cancel less than 2 hours before the meeting.

If you have any **questions** about language tutors, contact **Dr. Jon Aske**, the Language Resource Center supervisor, SB 11C, [jaske@salemstate.edu](mailto:jaske@salemstate.edu), 978-542-4358.

The **default meeting place** is the **Language Laboratory** (Language Resource Center) in **Sullivan Building 117**. On weekends and during other hours you tutoring sessions will meet at the **Center for Academic Excellence (CAE)** at the Library.

You can see **more detailed instructions** (with images) here:

[https://www.salemstate.edu/assets/images/academic\\_advising/TutorTracUsersGuide\\_STUDENTS.docx](https://www.salemstate.edu/assets/images/academic_advising/TutorTracUsersGuide_STUDENTS.docx)

For more information about peer tutors at Salem State, visit this page:

<https://www.salemstate.edu/academics/8022.php>