

"Always bear in mind that your own resolution to succeed is more important than any other."

***Abraham Lincoln***

### ***Writing Skills***

### ***Research Skills Workshops***

### ***Academic Tutoring***

### ***Special Interest Workshops***

Assistance is available in the following subject areas:

- *Accounting*
- *Economics*
- *Math/ Statistics/ QA*
- *Writing Skills*
- *Research Skills Workshops*

## **OUR MISSION**

Fostering self-efficacy  
Developing life skills



School of Professional Studies  
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— Parsippany, NJ 07054 —

**ANCORA IMPARO**

"I am still learning"

***Michelangelo (at age 87)***



## ***Quill & Query***



Academic Support Services

*Success centered — Student focused*

## Quill & Query Staff

Tutors serving Quill & Query include SPS adjunct faculty and other professionals with extensive experience in the areas in which they receive assignments.

### Student Rights & Responsibilities

- Every student qualifies for services to assist with learning strategies and course content that he/she does not understand.
- While waiting for a tutor, contact your instructor for help.
- You must be a current student enrolled in the class for which you are seeking assistance.
- Tutors must be notified of student intent to cancel a session 24 hours in advance.
- Arrive on time and bring all necessary materials to the session—notes, instructor guidelines, textbook.
- *Attend all classes, take notes, and attempt all assignments.*
- Come prepared with specific questions; tutors will help to clarify information, answer questions, and further explain the material.
- Please review the Academic Honesty Statement in your syllabus.

## Academic Tutors/Coaches

Academic tutors are not meant to take the place of regular classroom instruction. Students must attend all classes.

Academic tutors will guide students through the process of finding answers by clarifying information and reviewing difficult concepts; *they will not do assignments for you.*

### Flexible Scheduling

The tutor and student will work together to establish a mutually-agreeable appointment schedule.

Sessions may be conducted face-to-face or online depending on tutor demand and availability. In order to provide maximum benefit to the student, sessions are limited to two per week and/or no more than four hours per week.

### Attendance and Cancellation

Students must notify tutor/coach 24 hours in advance to cancel a scheduled session. Students who do not report for two scheduled tutoring sessions in a term will be ineligible to receive services for the remainder of the term.

## Frequently Asked Questions

### **1. How can Quill & Query help me?**

We can provide one-on-one skill-building guidance to assist students with difficult course concepts and assignments, writing skills assistance, and through the offering of skills and special-interest workshops.

### **2. When can I request a tutor/coach?**

Students must attend the first class of any course before submitting a request. We must have an idea of the primary issues that you are having with the course in order to assign a tutor who will be able to address those issues.

### **3. How do I make a request for a tutor?**

Visit the Centenary University website to complete the request form. We must receive this form. [www.centenaryuniversity.edu/tutoringrequestform](http://www.centenaryuniversity.edu/tutoringrequestform)

### **4. How long will I need to wait?**

While every effort will be made to assign a tutor within two business days of receipt of your request, this is always subject to content expert availability and demand.

### **5. Where will the sessions take place?**

Tutoring must take place at one of the instructional sites Parsippany, Edison, Hackettstown. Sessions may also be held online.

### **6. Is there a charge?**

Tutoring and other academic guidance and skills workshops are provided at no charge to all SPS students. Our goal is to provide skill-building support for long-term success.