The Learning Assistance Program (LAP) **Orientation Guide**

The LAP is a Centre for Accessible Learning (CAL) program that supports educational success by connecting students with specialized tutors and learning strategists. The LAP provides one-to-one, specialized, and personalized academic support.

Tutors

What is the difference between a tutor and a learning strategist?

Learning Strategists (LS)

Focuses specifically on course content, works towards curriculum learning objectives, and supports knowledge evaluation preparation.



Any marked work will be created by you and reflects your knowledge. The boundaries here are always up to the tutor to decide what they are comfortable with.

We are a strength-based program, so we aim to get to know your strengths and utilize those to support you in reaching your individual goals. The sessions between yourself and your tutor/ LS will be student driven. This means that it is up to you to have a plan for each session. The tutor/ LS will be there to help guide your learning.

Helps to identify strengths and develops personalized learning strategies (i.e., time management, reading, writing, notetaking, & more).



If you aren't quite sure about working with a learning strategist, try it out at our free, 30-minute drop-in Study Solution sessions.

GET TO KNOW THE LAP PROCESS!

















Request

Orientation

Introduction

Sessions

Payment

Request a course specific tutor or learning strategist through The LAP online request form.

For students who haven't used LAP before, you will complete a free orientation.

You will attend a free tutor/ LS intro meeting to share your goals/ strengths, and determine when/ where the sessions will occur.

Weekly sessions then start. These are paid sessions and are \$50 per hour.

The LAP will issue one, consolidated invoice via email at the end of the semester. Payment options are available online, in person, or by mail.

Learning@uvic.ca



(250) 472-5494



Visit our Orientation Page for more information here



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IMPORTANT:

Please note, it is never a guarantee that we will have an available tutor/learning strategist. If we are not able to connect you with support, we will send you notice of such and will provide you with additional resources to support your individual success.

Looking to apply for funding?

The CSG-DSE or Canada Student Grant for Services and Equipment for Students with Disabilities can be applied to services (i.e. tutoring, notetaking) as well as equipment (assistive technology).

CSG funding is available for students registered with CAL and has student loans. If CSG Funding is not approved, you will still have to pay for LAP services. Please contact your CAL advisor for any questions regarding CSG application.

Billing Policies

- We have a 15-minute late policy: If you're sick or miss a session, contact your tutor and us at learning@uvic.ca.
- Students and Tutors are required to wait no longer than 15 minutes.
- A student who is late loses that portion of the session at full cost.
- If less than 24 hours' notice, or no notice is provided to cancel a session, this is considered a "no-show". Students are billed at full cost for any no-show.
- A student who has 2 no-shows may no longer be provided with services.
- 24-hour cancellation/rescheduling policy: You can cancel at any point and will only be billed for what is used so far.

NEXT STEPS

Once you have reviewed the LAP orientation and are familiar with policies and processes, complete and submit the LAP Post-Orientation Survey by following the QR Code at the bottom of this resource. This survey must be submitted to start the matching process.







