



## REQUEST FOR A TUTOR

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  Female  Male

Local Address: \_\_\_\_\_

Daytime/Cell Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

E-mail address: \_\_\_\_\_  **Check to have tutor information sent by email**

Year:  Freshman  Sophomore  Junior  Senior  Graduate  Non-degree  
 Other: \_\_\_\_\_

Status:  Full-time  Part-time

International student?  Yes  No Country of origin: \_\_\_\_\_

Transfer student?  Yes  No Previous college: \_\_\_\_\_

Number of credits this semester: \_\_\_\_\_ GPA: \_\_\_\_\_ Advisor: \_\_\_\_\_

Major: \_\_\_\_\_ University: \_\_\_\_\_

Have you used Tutoring Services before?  Yes  No

Have you been to Center for Academic Success before?  Yes  No

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**Please list the courses for which you will need a tutor:**

<b>Course Number</b> <i>Example: ACCT-240-001</i>	<b>Course Name</b> <i>Principles of Financial Accounting</i>	<b>Department</b> <i>Accounting</i>	<b>Instructor</b> <i>Bulmash</i>

Please describe why you have requested a tutor and how you would like a tutor to assist you: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Please read and complete the reverse side.

**How did you hear about Tutoring Services? (Check one)**

- |  |   |
|--|---|
| <input type="checkbox"/> Center for Academic Success | <input type="checkbox"/> Workshops              |
| <input type="checkbox"/> Poster; flyer; brochure     | <input type="checkbox"/> Orientation            |
| <input type="checkbox"/> Faculty member: _____       | <input type="checkbox"/> Other Students/Friends |
| <input type="checkbox"/> Program Director: _____     | <input type="checkbox"/> Other (specify) _____  |
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**PROCEDURES**

- 1) Complete this form and return it to Center for Academic Success.
- 2) When you meet with your tutor, explain how often you would like to meet, how you hope the tutor can assist you, and in what specific areas you need assistance.
- 3) Tutor referrals are subject to availability. Please contact Center for Academic Success if you have any trouble scheduling a tutor.

**POLICIES**

- 1) Report on time for each appointment and notify your tutor of a cancellation at least 3 hours before the session.
- 2) Be familiar with the course material by attending class and by studying on your own. Tutoring will focus on those concepts that remain confusing **after** your independent work.
- 3) Advise your tutor of troublesome material (your objective) in advance of each session to permit him/her to prepare for the lesson. If you do not give your tutor an objective in advance, your tutor has the right to cancel sessions until you furnish an objective.

**I have read the above guidelines, understand them, and agree to abide by them.**

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Signature

Date