

Student Request for a Tutor

Fall Spring Summer YR: 201____
[Please circle one]

Name: _____ Email: _____ @student.southwesterncc.edu

PH#: _____ Cell: _____ Campus Preference : Jackson Macon

Are you a member of Student Support Services? YES NO

REQUEST

I would like a tutor for: _____ Online (Web-centered) course? YES NO
Example: M A T 0 6 0 S D 2

Instructor: _____ Class: day(s) _____ time(s) _____

Specific help needed:

- | | |
|---|------------------------|
| _____ explanation of concepts/information taught in class | _____ study skills |
| _____ understanding class assignments | _____ other (explain): |
| _____ review of class notes/text information | _____ |
| _____ review of homework | _____ |

OVER 

 The following section will be completed by the Tutor Coordinator

ASSIGNMENT

Tutor's Name: _____ Contact: _____ Confirm

Day(s): _____ Time: _____ Start Date: _____

Student Tutee Contact: _____ Confirm Place: _____

Notes: _____

Cancellation Date: _____ Reason: _____

ASSIGNMENT CHANGE (if necessary)

Tutor's Name: _____ Contact: _____ Confirm

Date of Change: _____ Tutee Contact: _____ Confirm Place: _____

Day(s): _____ Time: _____ Start Date: _____

Notes: _____

Cancellation Date: _____ Reason: _____

TUTORING AGREEMENT

Student Responsibilities (Any questions? Discuss with Tutor Coordinator)

By signing below, you agree to:

- Attend class regularly. Participate in class, read assignments, take notes, and strive for a positive relationship with the instructor and the tutor.
- Attend scheduled tutor sessions regularly; be on time.
- Provide your tutor with a course syllabus. Copies can be made in the SSS office.
- Be prepared for every tutor session. Bring books, notes, questions, and homework—completed as much as possible. Understand your tutor will not DO the work for you.
- Be respectful and contact your tutor as soon as you know you will not be able to attend your session. A **2-hour notice is required**. If you cannot reach your tutor, contact the Tutor Coordinator at: 828-339-4231.
- Communicate with the Tutor Coordinator about your tutoring sessions. Report any problems/concerns.
- Contact the Tutor Coordinator and/or your tutor immediately if you:
 - **withdraw** from the tutored course, or
 - decide to **discontinue** your tutor sessions for the semester.
- Complete a Tutor Evaluation at the end of the semester provided by the Tutor Coordinator.

IMPORTANT

- You will lose your tutoring privileges after:
 - three (3) excused absences
 - two (2) **unexcused** absences; Unexcused absences include:
 1. Not showing up
 2. Arriving more than 15 minutes late
 3. Cancelling less than 2 hours before session
- Your tutor is encouraged to contact your instructor(s) regarding your class attendance, progress, or any other issue related to your potential success in the course.

Signature: _____ SCC ID#: _____ Date: _____

Check all the boxes you are available for tutoring:

Important: if you only check 1 or 2 boxes, it will take longer to connect you with a tutor.

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8 - 9 am					
9 – 10 am					
10 - 11 am					
11–12 noon					
12 – 1 pm					
1 - 2 pm					
2 - 3 pm					
3 - 4 pm					
4 - 5 pm					
After 5 pm Indicate Time Ex: 6 -7 pm					