Student Request for a Tutor

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

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

Example: M A T 0 6 0 S D 2

ASSIGNMENT

The following section will be completed by the Tutor Coordinator

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: _______________________________________
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.

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