

# Student Request for a Tutor

Fall Spring YR: 201\_\_

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)

- 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; be on time.
- Notify your tutor at least 12-24 hours in advance if a session will be missed. Students are allowed three (3) excused absences during the semester.
- 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.
- Show respect for your tutor and expect the same in return.
- 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 if you:
  - miss more than three (3) excused tutor sessions and/or
  - are a NO-SHOW for two (2) tutor sessions; e.g. do not call/contact the tutor or Tutor Coordinator, or arrive more than 15 minutes late.
- 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 may 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					
<b>After 5 pm</b> <b>Indicate Time</b> Ex: 6 -7 pm					