

Student Request for a Tutor

Fall Spring Year: 201____
[Please circle one]

Name: _____ Campus Preference: ☐ Jackson ☐ Macon

What is your program of study (major)? _____

Are you a member of the **Student Support Services program (SSS)**? ☐ YES ☐ NO (if yes, skip next line)

First time college student/first year ☐ Receive financial aid (Pell) ☐ Receive disability services ☐

Phone #: _____ If this is a cell phone, do you text? ☐ YES ☐ NO

Cell carrier: _____ **SCC Email:** _____ @student.southwesterncc.edu
Example: Verizon, AT&T, etc.

I would like a tutor for: _____ Instructor: _____
Course (Ex: BIO 150, ENG 131, etc.)

Specific help needed (check all that apply):

_____ explanation of concepts/information taught in class
_____ understanding class assignments
_____ review of class notes/text information
_____ review of homework

_____ study skills
_____ other (explain):

This class meets on: day(s) _____ time(s) _____ Is this an online course? ☐ YES ☐ NO

OVER 



The following section will be completed by the Tutor Program Supervisor

ASSIGNMENT

Tutor's Name: _____ **Contact:** _____ **Confirm** ☐

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

Fund: ☐ SSS ☐ Perkins ☐ College **Tutee Contact:** _____ **Confirm** ☐

Cancellation Date: _____ **Notes:** _____

ASSIGNMENT CHANGE (when necessary)

Date of Change: _____

Tutor's Name: _____ **Contact:** _____ **Confirm** ☐

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

Fund: ☐ SSS ☐ Perkins ☐ College **Tutee Contact:** _____ **Confirm** ☐

Cancellation Date: _____ **Notes:** _____

TUTORING AGREEMENT

Student Responsibilities (Any questions? Please speak with the Tutor Program Supervisor)

By signing and submitting this request, you agree to:

- Attend class regularly. Participate in class, read assignments, take notes, and strive for a positive relationship with the instructor and your tutor.
- Attend scheduled tutor sessions—be on time.
- Notify your tutor **at least 2 hours in advance** if a session will be missed. **NOTE:** 24-hour notice is preferred if you know you have a conflicting appointment.
- Provide your tutor with a course syllabus. Your tutor will make a copy.
- Be prepared for every tutor session. Bring books, notes, questions, and homework—completed as much as possible. **Understand your tutor will not DO your work for you.**
- Show respect for your tutor, and expect the same in return.
- Communicate with the Tutor Program Supervisor about your tutoring sessions. Report any problems/concerns.
- Contact the Tutor Program Supervisor and your tutor **immediately** under the following circumstances:
 - **Withdrawal** from the tutored course
 - Decision to **stop** tutor sessions for the semester.
- Complete an online Tutor Program Evaluation at the end of the semester. A notice will be sent to your SCC email.
- Your tutor is encouraged to contact your instructor(s) regarding your class attendance, progress, or any other issue related to your potential success in this course.

IMPORTANT

You will **lose this form of tutoring during the semester if you exceed the following absences:**

- Three (3) excused absences (Note: excused absences may be rescheduled, removing the absence.)

OR

- Two (2) **unexcused** absences; Unexcused absences cannot be rescheduled and include:
 - 1) Not showing up 2) Arriving more than 15 minutes late 3) Cancelling less than 2 hours before session

Signature: _____ SCC ID#: _____ Date: _____

Check all the boxes you are available for tutoring. **Note:** checking only 1 or 2 boxes 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					
5 - 6 pm					
6 - 7 pm					

I would like to request the following tutor if possible: _____