



TUTOR REQUEST
ACADEMIC ACHIEVEMENT CENTER

(S'12)

PLEASE NOTE:

1. ALL MATCH-UPS BETWEEN STUDENTS AND TUTORS ARE MADE BASED ON A **FIRST COME, FIRST SERVED** BASIS. ALL OTHER MATCH-UP CRITERIA WILL BE DETERMINED BY THE TUTORING CENTRAL COORDINATOR.
2. IF THE STUDENT DOES NOT COMPLY WITH **ANY ASPECT** OF THE **TUTORING CONTRACT** (INCLUDING FAILURE TO ATTEND FIRST MEETING WITHOUT NOTIFICATION, ARRIVING LATE WITHOUT NOTIFICATION, ETC.) THEN THE STUDENT WILL BE **DROPPED TO THE WAITLIST** UNTIL ANOTHER TUTOR BECOMES AVAILABLE (NOT ALWAYS GUARANTEED).
3. **THIS IS NOT A WALK-IN OR AN ON-CALL TUTORING SERVICE.**
4. COMPLETE IN **INK ONLY!**

Name: _____ Date: _____ Semester: _____
(Last) (First)

Banner ID# _____ E-Mail _____

Cell phone # _____

Campus Address: _____
(Res/Life Hall)

Permanent Address _____
(Street)

(City) (State) (Zip Code)

Major _____ Class Year: 1Y _____ So _____ Jr _____ Sr _____
<24 >24 >54 >84 credits

List course(s) in which you need assistance:

Title: _____ Course # _____ Professor _____

Title: _____ Course # _____ Professor _____

Title: _____ Course # _____ Professor _____

I was referred to this service by _____

I have reviewed and understand the Intake Form and procedure. I agree with the referral the Intake Assessment Staff has provided for me. **I ALSO AGREE TO CHECK MY E-MAIL AND VOICE MAIL FREQUENTLY TO CONFIRM MY FIRST TUTORING MEETING.**

Signature: _____ Date: _____

Intake Staff Referral _____ (Staff Initials _____)

TURN OVER AND FILL IN SCHEDULE

PLEASE FILL IN THE SCHEDULE BELOW COMPLETELY

- ❖ IN ORDER TO MATCH YOUR SCHEDULE WITH THAT OF A TUTOR, WE NEED TO KNOW THE EXACT HOURS THAT YOU ARE AVAILABLE.
- ❖ FILL IN APPROPRIATE TIME SLOTS WITH ANY OTHER ACTIVITIES AND CLASS SCHEDULE.
- ❖ PLEASE INDICATE ALL POSSIBLE TUTORING TIMES BY WRITING “FREE” IN ALL THE APPROPRIATE BOXES. **COMPLETE IN INK ONLY!**

MON.		TUES.		WED.		THURS.		FRI.	
8:00		8:00		8:00		8:00		8:00	
8:50				8:50				8:50	
9:05				9:05				9:05	
		9:15				9:15			
		9:30				9:30			
9:55				9:55				9:55	
10:10				10:10				10:10	
11:00		10:45		11:00		10:45		11:00	
11:15		11:00		11:15		11:00		11:15	
12:05		12:15		12:05		12:15		12:05	
12:20	12:20	12:30		12:20	12:20	12:30		12:20	
1:10	1:35	1:45		1:10	1:35	1:45		1:10	
1:50	1:50	1:50	2:00	2:00	1:50	1:50	1:50	2:00	2:00
2:40	3:05	3:15	3:15	3:15	2:40	3:05	3:15	3:15	2:40
3:15	3:20	3:25	3:25	3:25	3:15	3:20	3:25	3:25	
	4:35	4:30	4:40	4:40	4:35	4:30	4:40	4:40	4:40
5:50					5:50				

**ARE YOU AVAILABLE FOR EVENING TUTORING SESSIONS,
IF YES PLEASE FILL IN THE DAYS AND TIMES:**

DAYS _____ FROM _____ TO _____