

Tutoring Request

Name: _____ E-mail: _____

Phone #: _____ Student ID # _____

Campus: ___Dallas ___Lincoln ___Kimbrell

Subjects requiring tutoring:

Course Number	Course Name	Class Day and Time	Instructor

Please place an "X" in any space that you could meet with a tutor on a regular basis in the table below:

	8 – 9 AM	9 – 10 A	10 – 11 A	11 A – 12N	12N – 1PM	1 – 2PM	2 – 3PM	3 -4 PM	4 – 5PM	5 – 6PM	6 – 7PM	7 – 8PM	8 – 9PM
Monday													
Tuesday													
Wednesday													
Thursday													
Friday													

Student Agreement

As a student receiving tutoring, it is understood that you must:

- be on time for sessions and prepared to update the tutor on all assignments and responsibilities.
- come to sessions prepared, with assignments completed, and with specific questions or concerns.
- notify the tutor center if unable to attend a session (Dallas: 704-922-6349, Lincoln: 704-748-5236).
- seek help from tutors only in academic matters related directly to the class being tutored and stay on topic.
- limit tutoring sessions to 1 hour per day and a total of 3 hours per week.
- understand that due to limitations of resources, tutors may need to assist in study groups rather than one-on-one sessions.
- complete all testing (including take home or online) without the aid of a tutor.
- agree that missing two sessions without notice, eligibility for tutoring may be voided for the semester.
- understand that noncompliance with the above may result in release from the tutoring program.

Student signature _____ Date _____

Tutor signature _____ Date _____