

**MONTANA STATE UNIVERSITY BILLINGS**  
**STUDENT OPPORTUNITY SERVICES/TRiO**  
**Study Group Request Form**

Name: \_\_\_\_\_ ID#: \_\_\_\_\_ Date: \_\_\_\_\_

**YOUR CURRENT SCHEDULE:** *X-out all times you are NOT available.*

| <b>Monday</b>  | <b>Tuesday</b> | <b>Wednesday</b> | <b>Thursday</b> | <b>Friday</b> | <b>Saturday</b> | <b>Sunday</b> |
|----------------|----------------|------------------|-----------------|---------------|-----------------|---------------|
| 7:00-8:00      | 7:00-8:30      | 7:00-8:00        | 7:00-8:30       | 7:00-8:00     |                 |               |
| 8:10-9:10      | 8:40-10:10     | 8:10-9:10        | 8:40-10:10      | 8:10-9:10     |                 |               |
| 9:20-10:20     |                | 9:20-10:20       |                 | 9:20-10:20    |                 |               |
| 10:30-11:30    | 10:30-12:00    | 10:30-11:30      | 10:30-12:00     | 10:30-11:30   |                 |               |
| 11:40-12:40    | 12:10-1:40     | 11:40-12:40      | 12:10-1:40      | 11:40-12:40   |                 |               |
| 12:50-1:50     |                | 12:50-1:50       |                 | 12:50-1:50    |                 |               |
| 2:00-3:00      | 2:00-3:30      | 2:00-3:00        | 2:00-3:30       | 2:00-3:00     |                 |               |
| 3:10-4:10      | 3:40-5:10      | 3:10-4:10        | 3:40-5:10       | 3:10-4:10     |                 |               |
| 4:20-5:20      |                | 4:20-5:20        |                 | 4:20-5:20     |                 |               |
| <i>Evening</i> |                |                  |                 |               |                 |               |

Notes: \_\_\_\_\_



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Name \_\_\_\_\_ E-mail Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

May SOS/TRiO and the tutor(s) leave a detailed message? Y N

Do we have permission to contact your instructors regarding your grades and tutoring being received? Y N

Class Name & Number: \_\_\_\_\_ Teacher \_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

Keep checking back until your request is filled!
If you don't hear back regarding your request, call or stop by the office ASAP!

By initialing or checking, I am aware of the following SOS/TRiO tutoring policies.

- I must be an active participant in SOS/TRiO (updated paperwork and if new completed intake interview).
I will check back often regarding my study group request and speak with the Academic Coordinator if my request has not been filled.
I will contact the tutor to set up the first meeting.
I will either regularly attend tutoring sessions or tell the tutor or a SOS/TRiO staff member that I no longer need tutoring services.
I will notify the Academic Coordinator if there is a conflict of personality between the tutor and myself and request a change of tutors.
I will do my part and go to class.
I understand that I must notify either the tutor or the SOS/TRiO if I am unable to keep a scheduled appointment.
I understand that if I miss three tutoring sessions in a semester, without a message beforehand, I will be ineligible for SOS/TRiO tutoring for the rest of the semester.
I will follow the guidelines for academic honesty and not ask the tutor to help with take-home exams or to do work that could be interpreted as mine.
I understand that I am ultimately responsible for my grades and my education.

Signature \_\_\_\_\_

Date \_\_\_\_\_