

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

Name \_\_\_\_\_

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

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

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

Preferred Method of Contact:       Email       Home Phone       Cell Phone

**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: \_\_\_\_\_ ID#: \_\_\_\_\_ Date: \_\_\_\_\_ Semester Needed: \_\_\_\_\_

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: 1. \_\_\_\_\_ Teacher: 1. \_\_\_\_\_
2. \_\_\_\_\_ 2. \_\_\_\_\_
3. \_\_\_\_\_ 3. \_\_\_\_\_

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 understand that it is my responsibility to follow-up and I will notify SOS/TRiO of any phone number, email or class schedule changes.
I will contact the tutor to set up the first meeting. If the tutor does not contact me or keep the first appointment, I will notify the SOS/TRiO staff.
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 will put in the time and effort to be academically successful. If I miss class or a tutoring session, I understand it is my responsibility to get the class materials and reschedule tutoring.
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 \_\_\_\_\_