



TRIO Student Support Services Tutor Request Form



Please **ONLY** list classes (up to three) you wish to receive tutoring in.

Name _____ ID# _____ Semester Needed _____

E-mail Address _____ Phone _____

Class Example. STAT 216-002 Instructor Example. Dr. Smith

- | | |
|----------|----------|
| 1. _____ | 1. _____ |
| 2. _____ | 2. _____ |
| 3. _____ | 3. _____ |

For Office use only:

Tutor Assigned/Date

1. _____

2. _____

3. _____

*Tutoring is contingent upon funding and availability.

-In general, we do not provide tutoring for upper division classes (i.e. 300 level or higher).

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

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7:00-8:00	7:00-8:30	7:00-8:00	7:00-8:30	7:00-8:00		
8:10-9:10		8:10-9:10		8:10-9:10		
9:20-10:20	8:40-10:10	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		11:40-12:40		11:40-12:40		
12:50-1:50	12:10-1:40	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		3:10-4:10		3:10-4:10		
4:20-5:20	3:40-5:10	4:20-5:20		4:20-5:20		
Evening						

You are not eligible to receive tutoring unless you COMPLETE THE BACK OF THIS FORM.



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Please initial next to the following statements in the space provided. By initialing the statements in the space provided below, you indicate that you are aware of the following TRIO SSS tutoring policies.

- I will attend class except for rare emergencies and complete all assigned homework. I understand that tutoring does not replace my professors' instruction.
- I realize that my tutor is **NOT** my instructor and may not have an answer for me immediately.
- I will respect my tutor's time by being punctual and prepared for tutoring sessions. I will call **at least one hour** in advance if I cannot attend a session.
- Three absences from tutoring without a message at least one hour** before my scheduled session **OR** not attending my classes will make me ineligible for more TRIO SSS tutoring this semester.
- I understand that TRIO SSS has limited funding for tutors and the class I may be requesting assistance in may not have a tutor available.
- I understand that TRIO SSS does not usually provide assistance in upper-division classes (i.e. 300 level and higher), but that the TRIO SSS staff may assign me to a study group of my peers.
- I understand that if there is a conflict with my tutor or I do not feel that my tutor is helpful, I may request a different tutor.
- I will inform my tutor and the Academic Coordinator as soon as possible if there is a change in my schedule or contact information.
- I realize that there is a deadline for submitting **THIS** request, and that the Academic Coordinator may not fill my request if I turn this form in after that deadline.
- I understand that TRIO SSS cannot provide a tutor for classes that I am not currently enrolled in (i.e. Incompletes or prep for a class).
- I understand that if I do not fulfill the expectations for being an ACTIVE TRIO SSS student, that tutoring may be suspended until I meet those requirement.
- I will follow the guidelines for academic honesty. I will not ask the tutor to help with a take-home test or to do work that could be interpreted as mine.

Student Signature _____ Date _____