

EDUCATIONAL RESOURCE CENTER
TUTORIAL CENTER

Tutor Request Form

For Office Use Only

Date Received: _____ Staff Initial: _____

Notes: _____

PART ONE: GENERAL INFORMATION

Please Print Legibly

Name: _____ Student ID #: 988 _____

Phone: _____ Term: _____

Major: _____ College: _____

Academic Status (circle): Freshman Sophomore Junior Senior Graduate

How did you find out about the ERC Tutorial Center? (check all that apply)

____ Faculty ____ Flier ____ Friend ____ Brochure ____ Website

____ Other (please specify): _____

THE CENTER USES E-MAIL AS THE PRIMARY MEANS OF COMMUNICATION TO INFORM ALL STUDENTS OF MATTERS REGARDING THEIR REQUESTS FOR TUTORIAL SERVICES. As such, it is the student's full responsibility to check his/her e-mail on a regular basis for request status, schedule changes, announcements etc.

Please legibly PRINT your E-mail Address:

It's the student's responsibility to inform the Center of any e-mail address changes.

PART TWO: SPECIFIC TUTORING REQUEST

Please list the course(s) for which you are requesting tutoring. Make sure to include the course department, course number, course name and professor for each course you are in need of tutoring. *Please DO NOT list all of your classes.*

COURSE PREFIX	TITLE	INSTRUCTOR
(Example) CHEM 25	General Chemistry I	Dr. Spreer

PART THREE: DOCUMENTATION OF EFFORT PRIOR TO REQUEST

1. Have you ever used ERC tutoring services before this semester? YES NO
2. Circle the number of times you have met with the professor of the class for which you are requesting a tutor.
a. 0 b. 1 c. 2 or more

3. Circle the number of out-of-class hours that you are spending each week in preparation for this class.

- a. Less than 2 b. 2 c. 3 d. 4 or more

4. Estimate your grade in the class at this point:

- A B+ B B- C+ C C- D+ D D- F

5. How would you prefer to be tutored? (Circle all that apply.)

- Individual Group (Open Hours) No Preference

6. If you would like to share any information regarding your learning styles or challenges with learning that may help the Tutorial Center and tutor to best assist you, please discuss below.

Please list the hours that you are available for tutoring. The more time you list as “available,” the more likely you will be matched with a tutor. (The center’s hours are indicated next to the day.)

Monday (8:30 a.m.-9 p.m.)	Tuesday (8:30 a.m.-9 p.m.)	Wednesday (8:30 a.m.-9 p.m.)	Thursday (8:30 a.m.-9 p.m.)	Friday (8:30 a.m.-5 p.m.)	Sunday (4 p.m.-9 p.m.)

Please Note:

- a) Tutoring requests are processed in the order they are received.
- b) Students may be put into small groups with other students in the same course.
- c) Based on the number of applicants we receive, it may take more than two weeks from the time you request a tutor to match you with a tutor.
- d) A match for you will depend on tutor time availability and your time availability.
- f) We will let you know as soon as we make a match for you.
- g) After you have been informed of your match, it is your responsibility to stop by the Tutorial Center or go on to TutorTrac to schedule your appointment.

I certify that I have read and understand the terms of this application and that the information provided here is true and correct to the best of my knowledge.

Student signature _____ Date: _____

Please return the completed form to the Tutorial Center in Bannister Hall, 1st Floor-Room 106.