



Student Support Services - TRIO

Tutor Request Form

Student Support Services offers free tutoring to any participant for a maximum of three courses and/or five hours each week. Most tutoring sessions are one-hour sessions. One on one and group tutoring is offered in many different subject areas. Tutoring in subjects other than those offered is available upon request, but not guaranteed. Please return this form to Mitchell Hall, room 405.

Please complete the following questions. This form must be filled out before you will be assigned a tutor.

1. Do you agree to attend all classes unless excused by your instructor? Y N
2. Do you agree to notify your tutor **at least two hours** in advance if you need to cancel a tutoring session? Y N
3. Do you give Student Support Services and your tutor permission to inform your instructor you are receiving tutoring and maintain communication with your instructor throughout the semester to obtain grades and attendance in the tutored class? Y N
4. Do you agree to participate in Student Support Services mid-semester evaluations? Y N
5. Do you agree to notify Student Support Services **immediately** if you drop the courses you are being tutored in? Y N

SSS tutoring is available by appointment Monday through Thursday, 8 am – 6 pm, and Friday, 8 am – 2 pm, in Mitchell Hall rooms 402 and 404.

Please fill out this form and return it to Mitchell Hall, room 405.

PLEASE SIGN SHOWING YOUR PERMISSION

DATE

PLEASE PRINT YOUR NAME

PHONE NUMBER

EMAIL ADDRESS

COURSE NAME & COURSE NUMBER NEEDED TUTORING

CURRENT GRADE

INSTRUCTOR

SUMMARY OF YOUR PROBLEMS

Are you willing to be in a group tutor session for this subject? Yes No (circle one)

Please mark the time slots that are **AVAILABLE TIME** for you to be tutored.

Hours	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 – 8:30					
8:30 – 9:00					
9:00 – 9:30					
9:30 – 10:00					
10:00 – 10:30					
10:30 – 11:00					
11:00 – 11:30					
11:30 – 12:00					
12:00 – 12:30					
12:30 – 1:00					
1:00 – 1:30					
1:30 – 2:00					
2:00 – 2:30					
2:30 – 3:00					
3:00 – 3:30					
3:30 – 4:00					
4:00 – 4:30					
4:30 – 5:00					