

TUTOR REQUEST

Spring/Summer

Minimal fields to enter are in RED

TODAY'S DATE

STUDENT NAME

ID#

HOME PHONE

Best Time to Call

WORK PHONE

Email

How often do you check it?

CLASS (i.e. NSM100) or Study Skills

INSTRUCTOR

ARE YOU INTERESTED IN BEING TUTORED ONLINE Yes No

DAYS AND TIMES AVAILABLE FOR TUTORING

Please check the appropriate boxes for the times and days you are available to be tutored.

Time	Mon	Tues	Wed	Thurs
8 am-9 am				
9 am-10 am				
10 am-11 am				
11 am-12 pm				
12 pm-1 pm				
1 pm-2 pm				
2 pm-3 pm				
3 pm-4 pm				
4 pm-5 pm				
5 pm-6 pm				
6 pm-7 pm				
7 pm-8 pm				

Tutoring and Testing Center Policies

NO SHOW

1. If a student fails to show for an appointment or fails to call at least two hours before the scheduled appointment to cancel **twice**, he or she will need to talk to the Director before scheduling another appointment. If the student fails to show for an appointment or fails to call at least two hours before the scheduled appointment to cancel a **third time**, he or she will **not be allowed** to receive a tutoring appointment for the rest of the semester. The student will be permitted to attend the walk-in hours.
2. A tutor is required to stay for 15 minutes after the scheduled start time of the appointment. If the tutee is more than 15 minutes late, his or her appointment is forfeited and considered a no show.
3. If a student misses an appointment for any reason, he or she is responsible for rescheduling for the next appointment **EVEN** if he or she has a regular appointment time. The student is responsible for calling the Director after an absence to confirm the following appointment.

I have read and understand the above statements and agree to adhere to them. (This will be signed when you first visit the tutoring center.)

Signature _____

The Tutoring and Testing Center has my permission to share information regarding my tutoring appointments with my instructor.

(If you do not initial this, we will not share any information with anyone regarding your tutoring sessions.)

Initial here _____

If the submit button doesn't work, please save
and send as attachment to: ttc@glenoaks.edu