WWCC Tutor Request Form

Student must be getting a C grade or lower to request individual tutoring. This does not apply to TRiO students.

Directions:

1. Complete the front of this form.
2. Take it to your instructor who will complete the back of this form.
3. After your instructor fills out the back of this form, TRiO students should return the form to the TRiO office—non-TRiO students should turn the completed form in to the Center for Academic Success (Room 288)

Name: __________________________________________________ Date: __/__/__

WWCC e-mail account or the account you check most frequently:
____________________________________________________________________________________

Student ID number: __ __ __ - __ __ - __ __ __ __
Course (example Bio 101): ___________________________ Instructor: ___________________________

Tutoring sessions last for one hour, how many times per week are you requesting tutoring? ___

SSS/TRIO Membership:
I am a member of the SSS/TRIO Program  Yes__  No___
Name of SSS/TRIO advisor (if applicable): ___________________________________________

Do you have any additional sources of funding for tutoring services? and if so, what are they? ______________________________________________________________________________

Directions: Indicate below when you are available to receive tutoring. The more times you list, the greater your chances for placement. Underline your first preference for tutoring hours.  Example: MWF: 8:30-9:30, 2:30-4:00, T&TH 6:00-7:00

<table>
<thead>
<tr>
<th>Example:</th>
<th>Hours Available to Receive Tutoring</th>
</tr>
</thead>
<tbody>
<tr>
<td>MWF 8:30-9:30, 2:30-4:00; T&amp;TH 6:00-7:00</td>
<td></td>
</tr>
</tbody>
</table>

List at right the hours you are available (Monday-Friday) to receive tutoring

The campus is open for tutoring some Sundays (whenever the library is open). Indicate the hours you are available for weekend tutoring

----------Stop here---the tutor coordinator will fill out the bottom of this form----------

Tutor’s name: ____________________________________________ Placement date: __/__/__
Input into tracking system _____

Please note: The Tutor Coordinator will e-mail your instructor the name of your tutor.
NOTE TO THE INSTRUCTOR:

- Student must be receiving a “C” grade or below in the course in order to qualify for tutoring services. Requests should not be approved prior to the grading of the first exam given in the course. **Do not approve this request unless the student meets this requirement.**

- Tutors and tutees are required to complete the appropriate paperwork prior to placement.

- Staff cannot ensure a tutor in every subject or guarantee tutorial sessions at requested times.

**Does this student qualify for tutoring?**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student has attended class regularly.</td>
<td></td>
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<tr>
<td>Student is doing C grade or lower work in this class.</td>
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<tr>
<td>Approve tutor request</td>
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</tbody>
</table>

Message to the tutor (optional):

___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

Signature: ____________________________________________ Date: __/__/___

Revised 2/06