Tutor assignments are based on the combination of your availability and the availability of the Peer Tutor.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | |  |  |  |
| **Last Name** | **First Name** | | **Home Phone** | **Cell Phone** | **Student I.D. #** |
|  | | | | | |
|  | | @student.uaht.edu | All students who request tutoring will be allowed access to Net-Tutor, an online tutoring service, after attending one training session. | | |
| **UACCH E-Mail Address** | | |
| **Location of Tutoring:  Hope Campus  Texarkana Campus  NetTutor (Online)** | | | | | |

List the course(s) that you are requesting tutoring services.

|  |  |  |
| --- | --- | --- |
| **Name of course** | **Instructor** | **Desired tutoring sessions per week** |
|  |  |  |
|  |  |  |
|  |  |  |

**Tutee’s Responsibilities**

In order for the Student Support Services Tutoring Center to operate efficiently we must have full cooperation of all parties involved. The number one priority of the Tutoring Center is that the participant gains the utmost benefit from our Tutoring program which must be reciprocated. **Part of your satisfaction is your responsibility**. Being considerate of others’ valuable time and efforts to make our system work are a priority. In order for the tutor to assist you, you must **attend class regularly, take notes during class, attempt the homework assignment** given by the instructor **before coming to the tutoring session,** and **bring all necessary materials** to the tutoring session.

***Please read carefully and initial each space below.***

As a Tutoring Participant I agree:

|  |  |
| --- | --- |
|  | To attend all scheduled tutoring sessions unless otherwise arranged by the Educational Specialist. |
|  | To contact the Tutoring Center when I am not able to attend my scheduled session or when I am going to be late. |
|  | To attend required online tutoring training session. |
|  | To be on time for my tutoring sessions. |
|  | To come to each session prepared/ready to learn (i.e. bringing your book and homework assignments). |
|  | To ask questions when I do not understand. |
|  | To request another Tutor if I am not satisfied with the one I’m assigned. |
|  | To stay in my tutoring session for the allotted time I am scheduled. |
|  | To ask for accommodations when unforeseen changes occur in your schedule |
|  | To adhere to the Student Support Services attendance policy that states if I miss more than two consecutive sessions I will be dropped from the tutoring program and **MUST** to re-apply for tutoring services. |

By signing below, you are stating that you have read the above and agree to the terms and conditions of receiving a tutor.

**Participant Signature Date**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **HOUR** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** |
| 8:00: AM |  |  |  |  |
| 8:30: AM |  |  |  |  |
| 9:00: AM |  |  |  |  |
| 9:30: AM |  |  |  |  |
| 10:00 AM |  |  |  |  |
| 10:30 AM |  |  |  |  |
| 11:00 AM |  |  |  |  |
| 11:30 AM |  |  |  |  |
| 12:00 PM |  |  |  |  |
| 12:30 PM |  |  |  |  |
| 1:00 PM |  |  |  |  |
| 1:30 PM |  |  |  |  |
| 2:00 PM |  |  |  |  |
| 2:30 PM |  |  |  |  |
| 3:00 PM |  |  |  |  |
| 3:30 PM |  |  |  |  |
| 4:00 PM |  |  |  |  |
| 4:30 PM |  |  |  |  |
| 5:00 PM |  |  |  |  |
| 5:30 PM |  |  |  |  |
| 6:00 PM |  |  |  |  |
| 6:30 PM |  |  |  |  |
| 7:00 PM |  |  |  |  |
| 7:30 PM |  |  |  |  |

***\*Please strike/ or mark through ALL unavailable times with an (X). Leave blank the times that you are available for a tutor.***

|  |  |  |
| --- | --- | --- |
| **(For Office Use Only)** | | |
| □ Enrolled in Online Tutoring | | |
| **1.)** Tutor Assigned Date Notified Initials  Date tutoring Ended Reason | □ | Monday and Wednesday |
| □ | Tuesday and Thursday |
| Time: | |
| **2.)** Tutor Assigned Date Notified Initials  Date tutoring Ended Reason\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | □ | Monday and Wednesday |
| □ | Tuesday and Thursday |
| Time: | |
| **3.)** Tutor Assigned Date Notified Initials  Date tutoring Ended Reason\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | □ | Monday and Wednesday |
| □ | Tuesday and Thursday |
| Time: | |