

# TUTORING REQUEST



**PLEASE PRINT**

Term:  Fall  Spring  Summer Year \_\_\_\_\_

Application Date: \_\_\_\_\_

Last Term Attended Academic Support Center \_\_\_\_\_ Year \_\_\_\_\_

Student's Name \_\_\_\_\_ SS# or Student ID: \_\_\_\_\_  
(Last) (First) (MI)

Phone: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Mobile: \_\_\_\_\_

JSR College E-mail Address: \_\_\_\_\_

Curriculum/Program of Study: \_\_\_\_\_

Course: \_\_\_\_\_ Instructor: \_\_\_\_\_ Course: \_\_\_\_\_ Instructor: \_\_\_\_\_

**Days & Times Available for Tutoring:**

Monday	Tuesday	Wednesday	Thursday	Friday

- Are you attending class regularly? (if "No" explain):  Yes  No
- Do you have class notes from every class meeting? (if "No" explain):  Yes  No
- Have you sought help from classmate or other person? (if "No" explain):  Yes  No
- Have you sought help from your instructor? (if "No" explain):  Yes  No
- Did your instructor refer you to the ASC? (if "No" explain):  Yes  No

6. I understand that to cancel a tutorial appointment and **not receive a "NO SHOW,"** I must call by 5 p.m. on the day before my appointment (DTC 804-523-5687) (PRC & Western 804-523-5927). ***I also understand that two "NO SHOWS" will make me ineligible for tutoring in that course for the remainder of the term.*** However, I will be eligible for tutoring in other courses for which I do not have two "NO SHOWS."

I will come prepared to my tutorial appointments by having completed assigned work and by bringing specific problems or questions for my tutor. Should problems arise, I agree to communicate with my tutor and with the ASC staff at the telephone number for the appropriate campus listed above.

I have received, read and understood the "Guidelines for Students Seeking Tutoring" and the above-stated procedures for tutorial appointments.  Yes  No

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

ASC Use Only	Campus: <input type="checkbox"/> DTC <input type="checkbox"/> PRC <input type="checkbox"/> WC	Received by: _____
	1 <sup>st</sup> Appt: _____ Tutor: _____ Time: _____	Date: _____