

TUTOR REQUEST for ACADEMIC ASSISTANCE

NAME _____

ID # _____ SCTCC e-mail _____

Phone _____ Semester _____

Major/Program _____

and/or your degree plan: ___ Diploma ___ AAS ___ AA

List your full course schedule and X which course(s) you are requesting to have help.

COURSE (prefix , number, name of class)	Class days/times	Tutor Help X	Instructor for the course

Student signature _____ Date _____

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Tutor Request Process

1. No tutor request will be filled the first 2 weeks or the last month of the semester.
2. Have a conversation with your instructor about your specific needs for a tutor.

CAS Information Form

3. Have your instructor contact the CAS Director at 308-5920 to talk about finding a tutor.

4. Fill out this side of the form completely and return it to the CAS.

Tutoring is available to all enrolled students.

Leave your completed form in the folder on the bottom tray.

****It does take time to find the tutor – sometimes 2-3 weeks.**

If you have not received an email after a couple of weeks, please check back.

There are no new tutor requests accepted the first two weeks and the last month of each semester. You are welcome to work with tutors who are already available.

To be filled out by CAS staff

Were student tutoring needs met:

Yes (tutor hired) _____ Yes (walk-in) _____

Name of tutor hired: _____

No (why?): _____

Date/CAS Action:

Initials of CAS staff :