

Tutoring Session Request Form

created 6/2013 MHR

Student Name: _____ Student ID #: _____ Academic Year: ☐ Freshman ☐ Sophomore ☐ Junior ☐ Senior

Shorter Email Address: _____@hawks.shorter.edu Cell Phone #: _____

Appt. Type: ☐ Tutoring Center ☐ Writing Center Appt. Area: ☐ Course Content ☐ General Academic Success Skills

Course Name and Number (Bio 1010: Gen Bio): _____ Instructor: _____

Provide a brief description of what you would like help with (Ch. 1 Study Guide, algebraic equations, test prep, etc.):

Academic Success Skills Appointment: (Indicate the area(s) below that you would like to improve.)

☐ Time Management ☐ Organization ☐ Study Skills ☐ Learning Styles ☐ Note Taking ☐ Test Taking ☐ Textbook Reading

Tutoring Session Preference: ☐ Individual Tutoring Session ☐ Group Tutoring Session

Scheduling Preference: ☐ One time tutoring session ☐ Continuous tutoring sessions (recurring session scheduled once weekly)

Individual Session Times:

Select **all days/times you are available** for tutoring. Only select times you aren't in class, practice, or at work. All sessions are 1 hour in length.

Monday	Tuesday	Wednesday	Thursday	Friday
<input type="checkbox"/> 9:00 AM	<input type="checkbox"/> 9:00 AM	<input type="checkbox"/> 9:00 AM	<input type="checkbox"/> 9:00 AM	<input type="checkbox"/> 9:00 AM
<input type="checkbox"/> 10:00 AM	<input type="checkbox"/> 10:00 AM	<input type="checkbox"/> 10:00 AM	<input type="checkbox"/> 10:00 AM	<input type="checkbox"/> 10:00 AM
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<input type="checkbox"/> 5:00 PM	<input type="checkbox"/> 5:00 PM	<input type="checkbox"/> 5:00 PM	<input type="checkbox"/> 5:00 PM	<input type="checkbox"/> 5:00 PM

Group Session Times:

Group Sessions are pre-set and occur during the same time each week. You will receive information if you select a Group Session.

Session Time Preference:

1st Choice: _____ 2nd Choice: _____

If you can't attend a session at any of these times, please indicate the time that you are available _____ and why the times available won't work for you _____.

Tutor Preference:

Please list the tutor(s) that you would like to work with below if you already know of a tutor:

Notice: Appointments are scheduled on a first come, first served basis within 1-2 business days from the time forms are received.

Incomplete forms will delay in an appointment being scheduled. Confirmation of a scheduled appointment will be sent to your **Shorter Email**. If you can't attend the scheduled session, please reply as soon as possible. Contact Miranda Reed, Tutoring Center Coordinator, at tutoring@shorter.edu or by visiting ST 217 if you have any questions or concerns.

Form Submission: Email- tutoring@shorter.edu Campus Mail- Box 164 Office- Sheffield Thompson Room 217 (Bailor Suite)

TCC Use Only:

Course	Professor	Tutor	Date	Time	Appt. Status	Cont. Appt. Needed

Task	Date
Request Received	
Request Entered	
Appt. Scheduled	
Student & Tutor Notified	

Additional Notes: