



REQUEST FOR TUTOR ASSISTANCE

Semester _____ Year _____ Today's Date _____

Last Name _____ First Name _____ Initial _____

Email _____ Student ID# OR Birthdate _____

Home Telephone _____ Other Contact _____

List classes for which you would like tutoring assistance:

Course Letters	Course Number (or Title)	Section (or days/times/location)	Instructor

Responsibilities of Students Receiving Tutoring Services

Tutoring is available for most, but not all classes. Remember, your instructor is your primary source of information and help with a class. Some classes offer study groups. We recommend you take advantage of these, if they are offered.

- 1. Attend class regularly. Tutors supplement, but do not replace class time.**
- 2. If you have a scheduled appointment and are unable to attend, please call the Center for Student Success at (517) 796-8415 so we can alert your tutor.**
- 3. Be prepared for your tutoring session. Bring your assignment with you.**
- 4. Sign the tutor time sheet each time you meet with your tutor.**

I have read the above responsibilities, understand them and agree to follow them.

Signature of Student _____ Date _____

WHAT IS YOUR PREFERRED LOCATION FOR MEETING WITH TUTORS?

_____ Main Campus _____ Hillsdale _____ JCC@VoTech Lenawee _____ Online

Please return this completed form to the
Center for Student Success (Bert Walker Hall, Room 123).
If you have any questions, please call us at (517) 796-8415.

