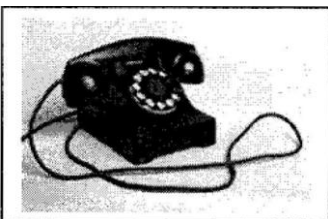


NEED A TUTOR?

Complete the following steps:

1. Complete and return this packet to the ASC Tutoring Office in the Learning Resource Center. If you have any questions, the coordinator is available to assist you.
(NOTE: if your form is incomplete, it will delay the process of getting you a tutor.)
2. The **Tutor** Coordinator will find and assign a peer tutor to work with you. It is important not to wait until the last minute to request a tutor! We recommend that you request a tutor early in the semester. After submitting, check back with the Coordinator in a few days. (Also check your email &/or phone messages.)
3. You **will** be assigned to meet with your tutor in the ASC Tutoring Office in the Learning Resource Center or the Yreka Campus Center. We expect you to keep all tutoring appointments. Your tutor will show you where to sign in and out.
4. Any changes in tutoring appointments must be approved in advance.

Tutoring is a **FREE** service. Our goal is **YOUR** Success!



* If you need to cancel or change an appointment, please call at 938-5514



TUTOR REQUEST

Academic Success Center

Semester _____

NAME: _____ **ID#:** _____

Current Phone #: _____

Alternate Phone #: _____

Current email address: _____

Course Title: _____

Instructor's name: _____

Check Any/All That Apply:

- Athlete
- EOPS
- SSS
- Cal WORKS
- DSPS
- MESA

****Please put an X in each block of time where you are available for tutoring.**

- * Do not mark a box if you are NOT available.
- * Print a copy of your current schedule and attach.

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00					
9:00					
10:00					
11:00					
12:00					
1:00					
2:00					
3:00					
4:00					
5:00					

I AM AVAILABLE for tutoring at:

(Check one or both)

- Weed Campus
- Yreka Campus

Coordinator's Approval:

Date: _____

Comments:

My signature indicates that I have read and understand the top information sheet. In addition, I have read and understand my responsibilities regarding receiving tutoring services as indicated in the attached 'Guidelines for A Successful Tutoring Session'.

Applicant's signature _____ Date: _____

CONTRACT for TUTEES

Before you begin receiving tutoring services, please read over the following expectations and sign below.

YOUR NAME _____ **Date** _____

1. Come to all tutoring sessions prepared - **ARRIVE ON TIME** and plan to stay for the entire time. Be sure to bring your textbooks, (or other assigned books), class notes, pencil (or pen), and any other necessary class items (i.e. calculator, note cards, syllabus and handouts. Your tutor will be unable to assist you if you do not bring your materials.
2. Detach and read the handout 'GUIDELINES FOR A SUCCESSFUL TUTORING SESSION' for additional details.
3. If you become ill (or have an emergency) and have to cancel a tutoring session, call the ASC Tutoring office ahead of time so we can notify your tutor. Two or more absences and/or being late or leaving early from tutoring will result in services being reevaluated. Since tutors are not paid when you do not show, your appointment may then be given to another student in need.
4. Always be respectful to others and maintain a low conversation level. Since several people may be sharing the same space, it is important that everyone keep their voices low. If you have a problem or issue about a tutor or others in the tutoring room, please contact the coordinator before leaving the session.
5. If after meeting with your tutor you find that you are doing better, you may not need to meet as often. If you drop the class and/or you no longer need to meet with a tutor, please notify the Coordinator immediately so we can let your tutor know.
6. You must be registered and attending your class to receive tutoring. Tutoring will not be scheduled during a time when you have class.
7. Once or twice a semester, we will ask you to fill out a tutor evaluation form. Your participation in providing honest feedback on the quality and effectiveness of the tutoring you receive is very important to the program.

I have read the expectations listed above and agree to comply.

Student signature

Date



GUIDELINES FOR A SUCCESSFUL TUTOR SESSION BEFORE THE

SESSION

Read all required material. If this is not possible, at least scan the material for main ideas so that you are familiar with the vocabulary and will know where to find additional information after the tutor session.

Attempt all homework assignments. Then, list problem areas or mark them in your notebook or textbook. You and your tutor will work more efficiently if you are specific about your needs.

FOR A SUCCESSFUL TUTOR SESSION

- ❖ Always bring your textbook and your notes from lectures and readings. Class handouts and your syllabus may also be helpful. If you are receiving tutoring in math also bring a pencil, your calculator, and problems that you have attempted to solve.
- ❖ Expect to be actively involved in working problems and discussing class material. Your tutor will not lecture or introduce new material. Your tutor is not paid to do your homework or write your papers for you.
- ❖ Ask the tutor to re-state or re-explain anything that you did not understand. Don't fake it! This is your time to become clear about the course material.
- ❖ Tell the tutor if she /he is moving too quickly through the material, Only **you** will know how to set the correct pace for your work.

BETWEEN TUTOR SESSIONS

- ❖ Continue to attend all class meetings. This is a requirement of receiving tutoring.
- ❖ Continue to read, attempt to complete all assignments and write down questions that you want to discuss with your tutor.

A FINAL IMPORTANT WORD

Cancellations and "no shows" can be a big problem. If you must cancel an appointment, please call us at 938-5514 or C.O.S. Ext. 5830 as soon as you are aware of a problem. We may be able to schedule someone else in your time slot. Tutors are not paid when you cancel or don't show for your appointment. Please be considerate of your tutor and your fellow students.

- ❖ Your tutor will be reassigned if you miss more than 2 sessions without communicating to the Coordinator that you will be absent.
- ❖ If you need to reschedule your tutoring appointment please discuss this with the coordinator.
- ❖ If you no longer need a tutor &/or if you drop the class, we will need to know as soon as possible.
- ❖ If you have any problems, comments and concerns regarding Tutoring, please contact the coordinator as soon as possible to resolve any issues.