

Center for Academic Planning and Support
Request for Tutoring

Date: _____ Semester _____

NAME _____ TELEPHONE _____

MAILING ADDRESS: _____ Date of Birth _____

STUDENT ID NUMBER _____

E-MAIL ADDRESS _____

PROGRAM OF STUDY _____

In what course would you like peer-tutoring support?

COURSE NAME _____ COURSE# _____ Instructor _____

Tutoring offers:

- Clarification of material
- Assistance with study skills, both general and specific to the course
- Reassurance when material seems overwhelming
- Test preparation and test-taking tips

Tutoring does not offer:

- A quick fix the night before a test or quiz
- An "answer person"
- A substitute for paying attention during class
- A substitute for meeting with the course instructor

****Tutoring is a service, not a right****

TUTORING PROCEDURE

- ❖ Check tutoring schedule outside of tutoring room or on website and arrive at the time tutoring is available in your subject
- ❖ Students are eligible for 1-2 hours of tutoring per week, per course, per semester.
- ❖ Attend all required classes and labs.
- ❖ Complete homework assignments to the best of your ability.
- ❖ Make use of your professor's office hours and appointments.
- ❖ Identify any areas of difficulty and/or specific questions.
- ❖ Inform Donna Dooley if you drop a course or for some reason you no longer wish to be tutored.
- ❖ The Center for Academic Planning and Support maintains your request form and activity sheets..
- ❖ **ALL TUTORING MUST BE DONE ON MCC CAMPUS**

*****WHILE WE TRY TO OFFER TUTORING IN MOST COURSES, TUTORS MAY NOT BE AVAILABLE FOR EVERY CLASS*****

I HAVE READ AND UNDERSTAND THE GUIDELINES OF THE MATH/WRITING LAB

PRINT NAME

SIGNATURE