

**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 Marion Knedler 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