

CROWDER COLLEGE
TUTOR REQUEST FORM

Name: _____ ID # _____

Crowder Email: _____ Phone (with area code): _____

(Please check Crowder email regularly)

Are you a member of TRiO's SSS/Project Now?	Yes	No	Not Sure
Are you a member of College Assistance Migrant Program (CAMP)?	Yes	No	Not Sure

ONE REQUEST FORM PER CLASS must be filled out and turned into the appropriate tutor coordinator.

Class _____ Instructor's Name _____

Instructor's Signature _____

**An instructor's signature is required unless this is an online class.*

Does this student regularly attend class?

Please circle one: YES NO

- 1) I will attend **all** sessions according to the days & times established by the tutor and/or tutor coordinator. Any change to the tutoring schedule must be approved by the tutor coordinator. I will come prepared for each tutoring session and bring the necessary materials. **Classroom attendance (if applicable) is a requirement for tutoring.**
- 2) I understand that tutoring sessions are established for academic purposes only. Any extended discussions of a personal or social nature are discouraged. This includes conversations with surrounding students and cell phone usage. Furthermore, I understand that this arrangement constitutes a professional relationship and I agree to conduct myself accordingly.
- 3) I will contact my tutor **and** the tutor coordinator as soon as possible (preferably at least 24 hours in advance) by email and/or phone when unable to attend a session. If I am more than 15 minutes late and have not notified the tutor and tutor coordinator, I will be considered a no-show. I understand that if I am a no-show or cancel the tutoring session 3 times I may become ineligible for tutoring services for the remainder of the semester.
- 4) I will notify the tutor coordinator as soon as possible if my tutor does not show up for the tutoring session. A tutor is considered a no-show after waiting the first 15 minutes of a tutoring session.
- 5) I will check my Crowder email regularly and respond to calls and/or emails from the tutor coordinator within 24 hours.
- 6) If I am experiencing any difficulty for any reason with my tutor I will contact the tutor coordinator to discuss my concerns.
- 7) **All tutoring is subject to tutor availability.** I understand that the more availability I have, the more likely I am to get a tutor.
- 8) I will notify the tutor coordinator immediately if I drop this course or if tutoring is no longer needed. If I receive tutoring through the SSC, I will notify the SSC if I become a member of SSS or CAMP.
- 9) Failure to comply with the above policies could make me ineligible for tutoring services.

Student's Signature _____ **Date** _____

**By signing your name, you indicate that you have read, understand, & agree to comply with the above tutoring policies.*

Office Use Only: Tutor's Name _____

Scheduled Days & Times _____ Starting Date _____