

LEARNING ASSISTANCE CENTER TUTORING APPLICATION FORM

Semester _____



Office Use Only			
SSSP	<input type="checkbox"/>	VSST	<input type="checkbox"/>
Pend	<input type="checkbox"/>	Inel	<input type="checkbox"/>

Please Print Clearly

Name _____ Student ID _____ Date _____ Female Male

Address (street) _____ Apt. # _____ City, Zip _____

Phone (C) _____ Preferred # _____ Preferred E-mail _____

COURSE(S) IN WHICH YOU NEED TUTORING	
COURSE#	INSTRUCTOR

FOR OFFICE USE ONLY			
TUTOR	DAY & TIME	DATE	REVISION

CHECK ONLY TIMES YOU ARE AVAILABLE FOR TUTORING. THE MORE TIMES YOU CHECK, THE GREATER OPPORTUNITY YOU HAVE FOR PLACEMENT. CHANGES WILL DELAY YOUR APPLICATION.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
9-10AM	9-10AM	9-10AM	9-10AM	9-10AM	OFFICE CLOSED	OFFICE CLOSED
10-11AM	10-11AM	10-11AM	10-11AM	10-11AM	10-11AM	OFFICE CLOSED
11-12PM	11-12PM	11-12PM	11-12PM	11-12PM	11-12PM	OFFICE CLOSED
12-1PM	12-1PM	12-1PM	12-1PM	12-1PM	12-1PM	OFFICE CLOSED
1-2PM	1-2PM	1-2PM	1-2PM	1-2PM	1-2PM	1-2PM
2-3PM	2-3PM	2-3PM	2-3PM	2-3PM	2-3PM	2-3PM
3-4PM	3-4PM	3-4PM	3-4PM	3-4PM	OFFICE CLOSED	3-4PM
4-5PM	4-5PM	4-5PM	4-5PM	4-5PM	OFFICE CLOSED	4-5PM
5-6PM	5-6PM	5-6PM	5-6PM	OFFICE CLOSED	OFFICE CLOSED	OFFICE CLOSED
6-7PM	6-7PM	6-7PM	6-7PM	OFFICE CLOSED	OFFICE CLOSED	OFFICE CLOSED
7-8PM	7-8PM	7-8PM	7-8PM	OFFICE CLOSED	OFFICE CLOSED	OFFICE CLOSED
8-9PM	8-9PM	8-9PM	8-9PM	OFFICE CLOSED	OFFICE CLOSED	OFFICE CLOSED

THIS FORM WILL NOT BE ACCEPTED UNTIL BOTH SIDES ARE COMPLETED AND SIGNED. WE MAKE EVERY EFFORT TO PLACE YOU WITH A TUTOR WITHIN TWO WEEKS. PLEASE READ AND SIGN ON PAGE 2.

ATTENTION STUDENTS

Welcome to the Learning Assistance Center. We hope your semester is off to a good start. We look forward to working with you in achieving academic success by providing tutoring services in a timely fashion. In order for us to meet your needs promptly, we ask for your cooperation. Listed below are some suggestions to save time and to help us make tutoring assignments efficiently:

- Please indicate the tutor name if you wish to be tutored by a particular tutor. We do not promise that you will be assigned to your preferred tutor, but we will try our best.
- Schedule change requests will be entertained only twice unless there is a serious reason for the third rescheduling request. Additional requests may take longer or be put on hold.
- If you need help with drug calculations, please indicate it clearly on your application, as we can assign you to a math tutor instead of assigning you to a nursing tutor.

YOUR RESPONSIBILITIES AS TUTEE ARE AS FOLLOWS:

- Contact the LAC if you have not heard from a tutor within two (2) weeks of making a request.
- **Be on time** for each tutoring session
- **Be prepared** for tutoring sessions with your textbook, notes, syllabus, and all other required materials
- **Notify your tutor** if you're unable to keep an appointment or call 410.772.4822 or 410.772.4460
- After two (2) "No shows"/cancellations, you will be dropped, and will need to reapply

We hope you will understand that just like you, other students have needs for tutoring and we want to be able to provide help to all the students who ask for help. If you have any questions, please do not hesitate to ask us. Thank you.

IF YOU UNDERSTAND THESE RESPONSIBILITIES, PLEASE FILL IN YOUR NAME AND STUDENT ID NUMBER BELOW

STUDENT NAME: _____

STUDENT ID NUMBER: _____

DATE: _____

Submitting your name and student ID number, verifies that the information on this form was provided by you and is true to the best of your knowledge.