

## LEARNING ASSISTANCE CENTER TUTORING APPLICATION FORM

**Office use only**

SSSP \_\_\_\_\_ Pend \_\_\_\_\_ Semester \_\_\_\_\_

VSST \_\_\_\_\_ Inel \_\_\_\_\_

**Please print clearly**

NAME \_\_\_\_\_ ID NUMBER \_\_\_\_\_ DATE \_\_\_\_\_

ADDRESS(STREET) \_\_\_\_\_ CITY & ZIP \_\_\_\_\_ E-MAIL \_\_\_\_\_

PHONE(H) \_\_\_\_\_ PREFERRED # \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_

**COURSE(S) IN WHICH YOU NEED TUTORING (FOR OFFICE USE ONLY)**

COURSE # SEC # INSTRUCTOR	TUTOR	DAY & TIME	DATE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

COMPLETE THE CHART BELOW. **CHECK ONLY TIMES YOU ARE AVAILABLE FOR TUTORING**; THE MORE TIMES YOU CHECK, THE GREATER OPPORTUNITY YOU HAVE FOR PLACEMENT

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

THIS FORM WILL NOT BE ACCEPTED UNTIL THE OTHER SIDE IS COMPLETED AND SIGNED. WE MAKE EVERY EFFORT TO PLACE YOU WITH A TUTOR WITHIN TWO WEEKS, BUT WE CANNOT GUARANTEE PLACEMENT.

**PLEASE READ AND SIGN THE BACK.**

## **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 guarantee 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 tutors** 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 SIGN HERE:**

**NAME:** \_\_\_\_\_ **DATE** \_\_\_\_\_