TUTOR REQUEST for ACADEMIC ASSISTANCE

NAME _________________________________________________

ID #_____________ SCTCC e-mail __________________________

Phone ______________________       Semester _______________

Major/Program ______________________________

and/or your degree plan:   ____Diploma   ____AAS   ____AA

List your full course schedule and X which course(s) you are requesting to have help.

<table>
<thead>
<tr>
<th>COURSE (prefix, number, name of class)</th>
<th>Class days/times</th>
<th>Tutor Help X</th>
<th>Instructor for the course</th>
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Student signature ____________________________ Date _______

Tutor Request Process
1. No tutor request will be filled the first 2 weeks or the last month of the semester.
2. Have a conversation with your instructor about your specific needs for a tutor.
3. Have your instructor contact the CAS Director at 308-5920 to talk about finding a tutor.
4. Fill out this side of the form completely and return it to the CAS. Tutoring is available to all enrolled students.

**Leave your completed form in the folder on the bottom tray.**

**It does take time to find the tutor – sometimes 2-3 weeks.**
If you have not received an email after a couple of weeks, please check back.

There are no new tutor requests accepted the first two weeks and the last month of each semester. You are welcome to work with tutors who are already available.

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**To be filled out by CAS staff**

Were student tutoring needs met:

Yes (tutor hired) ________ Yes (walk-in) ________

Name of tutor hired: ________________________________

No (why?): ________________________________

__________________________________________

Date/CAS Action:

Initials of CAS staff: