**Student Success Center (SSC) Tutor Request**

Date:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 OU Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Can we text you? Y N

I am requesting a peer tutor for:

Course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Instructor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Instructor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Times available to meet with a tutor:

Day: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Times: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Day: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Times: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Day: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Times: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Day: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Times: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*\*You must read and sign the form on the back or your request will NOT be processed. \*\***

Student Success Center, Room 116

740-588-1510

robinsom@ohio.edu

*For Office Use Only:*

Tutor/Time Assigned: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student Success Center (SSC) Policy**

**Please read the following terms and conditions carefully. Failure to comply may result in suspension of tutoring services.**

* Tutoring is designed to supplement the instruction you receive in the classroom. Therefore, tutors do not claim expertise in the discipline they are tutoring. When in doubt, the tutor will refer you to your instructor.
* You are expected to come prepared to your tutoring session
* Bring all course materials including textbooks, notes, handouts and a list of questions to ask your tutor.
* Complete your class assignments to the best of your ability before your tutoring session.
* Tutors **WILL NOT** complete your assignments for you.
* **Writing tutoring:** For a more successful tutoring session, you must provide your tutor with a detailed description of your writing assignment(s). It is your responsibility to know the instructor’s requirements for the assignment, not the tutor’s.
* Tutoring is **NOT** a substitute for attending classes; in order to use our tutoring services you must attend class on a regular basis. Tutoring is only available for courses you are currently registered for.
* **Attendance Policy**:

- If you cannot keep your tutoring appointment, you must notify your tutor or the Student Success Center as soon as possible.

- If you miss two (2) appointments without notifying your tutor or the SSC Coordinator **24 hours in advance** of your intended absence, your tutoring privileges may be revoked for the remainder of the semester.

* You may meet with a tutor a maximum of 2 hours per week, per subject.
* If you decide you no longer require tutoring services, please notify your tutor and the SSC.

* If you have a problem that cannot be worked out with your tutor, notify the SSC immediately.
* You must be an enrolled student at Ohio University Zanesville to participate in tutoring. Graduate students may receive help from Athens campus.

***By signing this form, I agree to abide by the policies listed above.***

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_