



# REQUEST FOR A TUTOR

## ACADEMIC SUPPORT CENTER

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Preferred E-mail: \_\_\_\_\_ AU ID Number: \_\_\_\_\_

Local Address: \_\_\_\_\_

Daytime/Cell Phone: \_\_\_\_\_ Evening Phone \_\_\_\_\_

Year:  Freshman  Sophomore  Junior  Senior  Grad  Washington Semester  
 Non-degree  Other: \_\_\_\_\_

Status:  Full-time  Part-time

International student?  Yes  No Country of origin: \_\_\_\_\_

Transfer student?  Yes  No Previous college: \_\_\_\_\_

Number of credits this semester: \_\_\_\_\_ Advisor: \_\_\_\_\_

Major: \_\_\_\_\_ School/College: \_\_\_\_\_

Have you used Tutoring Services before?  Yes  No

Have you been to the Academic Support Center before?  Yes  No Counselor: \_\_\_\_\_

Have you attended Supplemental Instruction this semester (if offered for your courses)?  Yes  No

**Do you want a tutor for ESL concerns or grammar review only (not for a specific course)?**  Yes  No

*Please list the courses for which you are requesting a tutor:*

Course Number	Course Name	Department	Instructor

Please check all the categories that best describe how you would like a tutor to assist you.

- Understanding the readings
- Basic course concepts
- In-depth analysis of concepts
- Practice problems and non-graded homework practice
- Test preparation
- Other: \_\_\_\_\_

**For ASC Office Use Only:**

Tutor Name(s)	Date received:	Initials:
	Date provided:	Initials:
Comments:		

***Please read and complete the reverse side***

**How did you hear about Tutoring Services? (Check one)**

- |  |   |
|--|---|
| <input type="checkbox"/> Academic Support Center           | <input type="checkbox"/> Workshops                                      |
| <input type="checkbox"/> Counseling Center                 | <input type="checkbox"/> ASC publicity (flyers, student handbook, etc.) |
| <input type="checkbox"/> Faculty member: _____             | <input type="checkbox"/> <i>The Eagle</i>                               |
| <input type="checkbox"/> Academic advisor: _____           | <input type="checkbox"/> Orientation                                    |
| <input type="checkbox"/> Supplemental Instruction          | <input type="checkbox"/> Residence Hall staff (RA, etc.)                |
| <input type="checkbox"/> Athletics (see below)             | <input type="checkbox"/> Students or friends                            |
| <input type="checkbox"/> Multicultural Affairs (see below) | <input type="checkbox"/> Other (specify) _____                          |

**Please indicate here if you are a...**

- Student-athlete
- Learning Services Program participant
- Participant in a Multicultural Affairs program. Specify program: \_\_\_\_\_ (see #5 in POLICIES)

**PROCEDURES**

- 1) Complete and return this form to the Academic Support Center, MGC 243. Note that tutor referrals are subject to availability.
- 2) Tutoring Services in the ASC will e-mail you the contact information for tutors. Next, contact the tutors to determine who you will hire and where you will meet on campus. We strongly suggest a study lounge or group study room in the library.
- 3) At the first meeting with your tutor, explain how and in what specific areas you would like the tutor to assist you. Establish a regular time and place for sessions, and be sure to discuss the policies below and mutual expectations for handling payment (see below) and changes in schedule. Tutors are typically busier during midterms and finals, so please schedule proactively.
- 4) Questions or concerns about tutoring? Call Tutoring Services at x3365 or e-mail us at [tutoring@american.edu](mailto:tutoring@american.edu). **If you have difficulty contacting or scheduling a tutor, please let us know immediately so that we help you find other tutors.**

**POLICIES**

- 1) Be on time for scheduled tutoring sessions. If you need to cancel, notify your tutor at least 3 hours before the session. If you give no notice, the tutor has the right to charge you for the missed session.
- 2) Prepare for tutoring by keeping up with class work and attempting all homework. Tutoring is helpful when it focuses on concepts that remain confusing **AFTER** independent work.
- 3) Students are required to pay exact change at the beginning of each session. If you miss a session without notifying your tutor in advance, you are still responsible for the payment. **The fee scale is set by Tutoring Services: graduate student peer tutors charge \$13 per hour; undergraduate student peer tutors charge \$11per hour.**
- 4) If the cost of your tutoring is covered by a program you participate in, please refer your tutor to the appropriate office (ASC, Athletics, MA) and fill out necessary paperwork to ensure the tutor’s payment.
- 5) If you are part of a **Multicultural Affairs program** and need financial assistance, you must contact Multicultural Affairs immediately. Limited financial assistance may be available. Paperwork for you and your tutor must be processed by a MA staff member **prior to the first tutoring session.**

**I have read the above guidelines, understand them, and agree to abide by them.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date