

Tutoring Request Form
Drahmann Learning Resources and Academic Advising
2007-2008 Academic Year

1. Complete and sign the Tutor Request Form and **attach one copy of your syllabus for each class for which you are requesting assistance.**
2. Return the form (with syllabus) to Casa 1. Keep this cover sheet for your records.
3. Obtain your professor's signature (**required**) on the Tutor Request Form. Professors are your best learning resource and need to know you are requesting tutoring for their class.
4. We cannot guarantee tutors for all students. Due to the high number of requests and the limited number of available student tutors, not all requests can be accommodated.
5. You may submit your tutor request from the start of the second week of the quarter to the end of the seventh week.
6. Students are matched with tutors on a 'first-come, first-served' basis, so submit this form as soon as possible. **We will contact you by email when we match you with a tutor.**
7. Once matched, your tutor will contact you by email/phone within 3 days to arrange weekly tutoring. If you do not respond in 5 days, your request is cancelled and tutors are reassigned.
 - You are to meet with your tutor regularly (except during the weeks before and of finals).
 - You are to meet for a maximum of 2 hours a week, not to be exceeded.
 - You are to meet in (1) Benson, (2) Casa Commons, (3) Kennedy Commons, or (4) Nobili.
 - If you fail to meet with your tutor on a regular basis, or cancel a tutoring appointment without 24 hours notice, you will lose the privilege of receiving tutoring.
 - If at any time you decide that you do not need future tutoring, you must contact the Drahmann Tutoring Center or Monica Parikh immediately.

During the first session, you and your tutor will make a schedule for the quarter. Each session you are encouraged to discuss expectations and set goals. Come prepared to each session with lecture notes, syllabus and assignments, texts, exams or quizzes, and written questions.

Drop-In Tutoring – Downstairs Benson, Sundays – Thursdays, 7 – 9 pm

Drop in with your questions in math and writing starting the 2nd week of each quarter.

If you have questions about our tutoring programs, or would like to be a tutor, please come to the Drahmann Tutoring Center, Casa 1. Keep this page for your information.

Monica Parikh
Director, Learning Resources and Advisement Outreach
Casa 19, 408-554-5539
mparikh@scu.edu

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INSTRUCTIONS: Fill out the form completely, sign it, and *attach one complete copy of the syllabus for each class for which you are requesting assistance*. Return it to the Drahmann Tutoring Center, Casa 1.

Name:
Last First Middle

Student ID: **Phone:**

SCU Email: **Registered with Disability Services:** *Yes / No*

Gender: *M / F* **Current Year:** *Fresh. Soph. Jr. Sr. Grad.*

Athletic Team: **Coach:**

Prioritize the courses in which you need the most help. Complete all information below.

1. Course (e.g., Math 11): Professor Name:

Professor's Signature:

Areas in which you need assistance:

Specific tutor requested: (We **cannot** guarantee a match)

Assigned Tutor Name: *Date:*

2. Course (e.g., Math 11): Professor Name:

Professor's Signature:

Areas in which you need assistance:

Specific tutor requested: (We **cannot** guarantee a match)

Assigned Tutor Name: *Date:*

3. Course (e.g., Math 11): Professor Name:

Professor's Signature:

Areas in which you need assistance:

Specific tutor requested: (We **cannot** guarantee a match)

Assigned Tutor Name: *Date:*

Your signature below indicates the following:

- 1) You have read and understood the first page, and acknowledge not all tutor requests can be accommodated due to the high number of requests and the limited number of student tutors.
- 2) The Drahmann Tutoring Center is authorized to share information regarding your tutoring with faculty and/or staff who show legitimate purposes for knowing such information and is authorized to provide your tutor with your email/phone number.
- 3) You understand that The Drahmann Center Peer Tutors are here **to support your learning**. You are ultimately responsible for your success.

Signature:

Date: