



Tutor Request Form

STUDENT SUPPORT SERVICES | 220 CANFIELD ADMINISTRATION BUILDING

ALL APPLICATIONS MUST BE TYPED OR COMPLETED IN INK

STUDENT INFORMATION

Name: _____

NU ID: _____

Phone: _____

E-mail: _____

TUTOR REQUESTED FOR:

Course: _____

Instructor: _____

AVAILABILITY:

Monday: _____

Thursday: _____

Tuesday: _____

Friday: _____

Wednesday: _____

Sat/Sun: _____

How long have you been involved with the SSS Program? (Select One) 1 yr 2 yrs 3 yrs 4 yrs

Have you previously received tutoring from SSS? (Select One) Yes No

If yes, for which courses? _____

Upon completing the tutorial request form, please thoroughly read the following statements.

RULES AND REGULATIONS GOVERNING SSS TUTOR PROGRAM

1. When a tutoring request is approved, you will be given the name and phone number of the tutor via email. It is your responsibility to contact the tutor to arrange a time to meet. The two locations for tutoring are the SSS Office or Love Library. You need to make contact with your tutor within two weeks, or your request will be cancelled.

2. Every four weeks, you will need to renew your tutorial session. The Tutoring Coordinator will contact you about evaluating the tutoring sessions and your progress in the course, including your current grade. Your failure to respond could result in the suspension of tutoring services.

3. If for any reason you are unable to keep an appointment with your tutor, you need to notify her/him at least 12 hours prior to your scheduled meeting. Failure to do so could result in suspension of services. Being absent from tutoring sessions or being habitually late could result in the suspension of the all tutoring services for the remainder of the semester.

4. Tutees sign the tutor timesheets at the end of each tutoring meeting. By signing your name, you are stating that the time and date of the meeting listed on the form are correct and that you participated in that tutoring session.

5. In order to benefit most from your tutoring experience, you must attend class regularly and study the course materials. Work through your homework and then come with specific questions for the tutor. The tutor's function is NOT to be with you while you do your homework or individually teach the course, but to help you develop the skills needed to master the materials.

6. Email is the preferred communication for most tutors and the way the Tutoring Coordinator will be in contact with you.

7. Finally, please let the Tutoring Coordinator know, as soon as possible, if you are unable to reach your tutor or if he/she is not fulfilling the tutor responsibilities. Please sign and date indicating you understand and will comply with these rules and regulations.

Signed: _____ Date: _____

----- **FOR OFFICE USE ONLY** -----

Tutor assigned: _____ Date: ___/___/___

Reassigned: _____ Date: ___/___/___

Comments: _____



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