Request for a Tutor

NOTE: ONLY SSS PARTICIPANTS ARE ELIGIBLE FOR SSS TUTORING! To find out if you are eligible to be admitted into the SSS program, please stop by our office.

Name: ____________________________  ____________________________
    FIRST name       LAST name

Today's Date: ____/____/____

NU ID#: ______________________

Phone #: (____)______________  E-mail address: ____________________________

TUTOR REQUESTED FOR
(If more than one course, use an additional form for EACH course)

Course: ______________________________________________________________

Name of instructor: __________________________________________________

Day(s) & time(s) available to meet with a tutor:

Monday ________________________  Thursday ________________________
Tuesday ________________________  Friday ________________________
Wednesday _____________________  Sat./Sun. ______________________

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

Have you previously received tutoring from SSS? (Circle One)  YES  NO

Have you previously requested a tutor?  YES  NO

If yes, which course(s)? __________________________

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.

(OVER)
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.

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**Please sign and date indicating you understand and will comply with these rules and regulations.**

Signed: ___________________________ Date: _________________

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Return this form to: Student Support Services, 220 Canfield Hall

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FOR OFFICE USE ONLY

Tutor assigned: ___________________________ Date: ____/____/____

Reassigned: ___________________________ Date: ____/____/____

Comments: ___________________________ Date: ____/____/____

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Staff: ___________________________ Date: ____/____/____

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