GENEVA COLLEGE

Academic Counseling Center and Educational Support Services (ACCESS)

Tutor Request Form

Name_____

Geneva ID# _____

Email Address_____

Cell Phone Number_____

Campus Box Number_____

College Major _____

Course Code_____ Professor_____

Briefly describe the difficulties you are having in this class: _____
_____

For Office Use Only
Date received_____
Tutor_____
Tutor ID#_____
Date assignment sent out_____

Students who desire tutoring in a particular class should initially seek assistance from professors and departmental assistants. Peer tutors for many classes are available for one hour per week per class at **no charge**. All tutors have received a recommendation from faculty and have taken the course they are tutoring and received a B or better for their final grade. Tutoring is available throughout the semester, but early tutor requests provide the best opportunity for assistance. Professors will be notified when a student receives a tutor in their course. (The Tutor Program Coordinator must be contacted if a student ***does not*** want the Professor notified.)

At your first tutoring session you will be asked to sign a tutoring partnership contract indicating that you agree to participate as an **active** partner in this relationship. You are responsible to:

- Attend all classes and take good notes (your tutor is not a substitute for your professor)
- Bring books, notes, and returned assignments and tests to each session
- Read assigned chapters and do homework before each session
- Talk with your professor when you have questions
- Incorporate tutor's suggestions for learning modifications
- Analyze what you know and do not know
- Bring questions that come up while studying
- Attend all scheduled tutoring sessions

Tutoring will be most effective when both partners fulfill their responsibilities. If you have concerns about your partnering relationship, speak with the tutor coordinator in the ACCESS Office. You will be notified by *campus mail* as soon as a tutor is assigned to you. You can expect your tutor to contact you within two days of the assignment.

If you cannot keep a scheduled appointment you must notify your assigned tutor at least 24 hours in advance whenever possible. **Any session canceled one (1) hour or less before the scheduled time is counted as a "no-show". If you miss more than two (2) sessions in a semester without notifying your tutor, you may lose tutoring privileges.**