



# REQUEST for TUTORING

Student Name: \_\_\_\_\_ ID# \_\_\_\_\_ Date: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ OBU Email: \_\_\_\_\_@obu.edu

*You will receive notifications via text message & OBU email.*

- This is a request for a Small Group session to be created because current offerings do not work for me.
- This is a request for a One-on-One Tutor because I meet one or more of the following eligibility standards:
  - I have an ADA Accommodation Letter on file with the University Counselor. *(Please submit copy to the ASC.)*
  - I currently have below a 2.000 cumulative GPA.
  - I hold Tiger Success (Conditional Admission I) status with the University.

*I understand that One-on-One sessions are limited and may not be available. I also understand that my One-on-One eligibility will be reevaluated when cumulative midterm GPAs post.  Yes  No*

Course	Instructor	Have you sought help from your instructor for this class? (If "no," please explain why.)
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No

Please mark all of the hours you are free for tutoring. This is important for ASC staff to pair you with a tutor. Keep in mind your classes, athletics, work schedule, and other obligations you might have weekly.  
*Fair Warning: NO SAME-DAY APPOINTMENTS! Think at least one day ahead!*

Monday	Tuesday	Wednesday	Thursday	Friday
	<input type="checkbox"/> 8:00 a.m.	<input type="checkbox"/> 8:00 a.m.	<input type="checkbox"/> 8:00 a.m.	<input type="checkbox"/> 8:00 a.m.
	<input type="checkbox"/> 9:00 a.m.	<input type="checkbox"/> 9:00 a.m.	<input type="checkbox"/> 9:00 a.m.	<input type="checkbox"/> 9:00 a.m.
	<input type="checkbox"/> 10:00 a.m.	<input type="checkbox"/> 10:00 a.m.	<input type="checkbox"/> 10:00 a.m.	<input type="checkbox"/> 10:00 a.m.
	<input type="checkbox"/> 11:00 a.m.	<input type="checkbox"/> 11:00 a.m.	<input type="checkbox"/> 11:00 a.m.	<input type="checkbox"/> 11:00 a.m.
	<input type="checkbox"/> 12:00 p.m.	<input type="checkbox"/> 12:00 p.m.	<input type="checkbox"/> 12:00 p.m.	
<input type="checkbox"/> 1:00 p.m.	<input type="checkbox"/> 1:00 p.m.	<input type="checkbox"/> 1:00 p.m.	<input type="checkbox"/> 1:00 p.m.	
<input type="checkbox"/> 2:00 p.m.	<input type="checkbox"/> 2:00 p.m.	<input type="checkbox"/> 2:00 p.m.	<input type="checkbox"/> 2:00 p.m.	
<input type="checkbox"/> 3:00 p.m.	<input type="checkbox"/> 3:00 p.m.	<input type="checkbox"/> 3:00 p.m.	<input type="checkbox"/> 3:00 p.m.	
<input type="checkbox"/> 4:00 p.m.	<input type="checkbox"/> 4:00 p.m.	<input type="checkbox"/> 4:00 p.m.	<input type="checkbox"/> 4:00 p.m.	
<input type="checkbox"/> 5:00 p.m.	<input type="checkbox"/> 5:00 p.m.	<input type="checkbox"/> 5:00 p.m.	<input type="checkbox"/> 5:00 p.m.	
<input type="checkbox"/> 6:00 p.m.	<input type="checkbox"/> 6:00 p.m.	<input type="checkbox"/> 6:00 p.m.	<input type="checkbox"/> 6:00 p.m.	
<input type="checkbox"/> 7:00 p.m.	<input type="checkbox"/> 7:00 p.m.	<input type="checkbox"/> 7:00 p.m.	<input type="checkbox"/> 7:00 p.m.	
<input type="checkbox"/> 8:00 p.m.	<input type="checkbox"/> 8:00 p.m.	<input type="checkbox"/> 8:00 p.m.	<input type="checkbox"/> 8:00 p.m.	
<input type="checkbox"/> 9:00 p.m.	<input type="checkbox"/> 9:00 p.m.	<input type="checkbox"/> 9:00 p.m.	<input type="checkbox"/> 9:00 p.m.	

I am a student athlete, and I would be interested in tutoring during my Athletic Study Hall?  
 I am a part of the following athletic team: \_\_\_\_\_

I would like to hire a private tutor or receive more information about this service. (I understand that payment for this tutor would be arranged and handled between me and the tutor.)

**Please read and sign the TUTORING POLICY AND RESPONSIBILITIES on the back of this form.**

## TUTORING POLICY & RESPONSIBILITIES

Here, in the Academic Success Center, students have the opportunity to enrich their learning in OBU classes by working with peer tutors. We affirm that the expert and primary resource for each class is the faculty member, and we encourage students to take advantage of this expertise by seeking assistance during faculty office hours.

The ASC's peer tutors are trained to assist students by clarifying concepts covered in class or in readings for class. Tutors are trained to employ best practices for peer-to-peer learning and to respect the Covenant on Academic Honor while working to enhance students' understanding of course material.

Tutoring through the Academic Success Center represents a partnership between students and peer tutors. Because we consider this a partnership, you and your tutor both have certain responsibilities.

Please read the following items and indicate your understanding and agreement of all of the information on this form by signing and dating in the appropriate location. *Students who elect not to agree will be ineligible for services until the student has met with either the Director or the Student Success Coordinator of the Academic Success Center.*

1. I understand that if I cancel my scheduled appointment within 6 hours of the designated start time or after the session has started, it will be considered a *Late Cancellation*. If I am more than 15 minutes late for my scheduled tutoring session, my tutor is no longer required to stay and meet with me, and I will be considered a *No Show*. After one instance of a *Late Cancellation* or a *No Show*, I will be contacted by the ASC. Should I not respond to this contact attempt OR have a second instance of *Late Cancellation* or *No Show*, my tutoring session will be suspended until I meet with the Student Success Coordinator.
2. I understand that tutoring is not a substitution for class attendance and participation. I must be attending class to receive tutoring services.

I have read and understand the Tutoring Policy and Responsibilities.

---

Student Signature

---

Date

<b>ASC USE ONLY</b>	Course	ASC Tutor	Date/Time of Session	Received & Processed By: Name
	Student Contacted	Date Contacted	Session Confirmed	Date
	<input type="checkbox"/> Email <input type="checkbox"/> In Office <input type="checkbox"/> Phone <input type="checkbox"/> Text		<input type="checkbox"/> Yes <input type="checkbox"/> No	