

UNIVERSITY TUTORING PROGRAM

Advising and Learning Support ♦ OneStop Student Services ♦ UH 253 ♦ 828/350-4500

TO BE COMPLETED BY STUDENT:

DATE _____

STUDENT NAME _____ UNCA ID# _____

TUTOR NAME _____

COURSE # AND NAME _____

LOCAL ADDRESS _____

UNCA EMAIL _____

DAY PHONE _____ EVE PHONE _____

CLASSIFICATION (freshman, sophomore) _____ MAJOR _____

TO BE COMPLETED BY INSTRUCTOR:

It is with my knowledge and approval that _____

seeks a tutor for _____ in which he/she is enrolled during the
(course name and number)
current semester.

Faculty signature

Department

Please briefly describe how you would like a tutor to assist you.

For ALSC Office Use Only:

Tutor Name(s)	Date received:	Initials:
	Date provided:	Initials:

***NOTES TO STUDENT REQUESTING A TUTOR:**

Tutoring is offered for freshman- and sophomore-level classes ONLY (those numbered in the 100s and 200s). No tutoring is offered in Math and English; the Math Lab and the Writing Center at UNCA employ tutors in these areas. Individual tutors are not granted in subjects that offer group tutorial sessions. *Exceptions may be made if you have a documented learning disability.*

It is your responsibility to see that both you and your tutor have completed all paperwork and been cleared by our office. Your tutor will not be paid unless this requirement is satisfied.

TUTEE CONTRACT FOR SERVICES
Advising & Learning Support – OneStop Student Services
253 University Hall

Our agreement to provide you with a tutor in the subject area you requested is contingent upon your meeting certain expectations throughout the tutoring relationship. We ask that you read the following statements, sign below if you agree to the conditions, and return to our office with your approval form.

- I understand that tutor referrals are subject to availability.
- I plan to attend tutoring sessions prepared with proper materials, good notes from the class, and evidence of positive participation and class attendance.
- I understand that effective tutoring is an active process on my part and agree to discuss concepts, study strategies, and set goals with my tutor for improving in the class. I am aware that the tutor is not to complete assignments or do any academic work for me.
- I will attend sessions on time and understand that “no shows” on my part will result in the loss of my tutoring spot.
- I will call *in advance* if I need to cancel a tutoring appointment and know that repeated cancellations may result in the loss of my spot.
- I do not expect that tutors are available on a last-minute, “on-call” basis (except in the case of drop-in Centers); appointments with individual tutors must be set up at least one day in advance.
- If I decide that I no longer need assistance, I will officially remove myself from a tutor’s schedule by calling him/her *and* Advising & Learning Support (Ethan Fesperman, 232-5050) before my next scheduled session.

Thank you!

Student Signature _____ Date _____

Rev. 9/09