

Tutor Request

To request a tutor, complete the following form. Be sure to include your SSCC email address and contact phone number. Any student requesting a tutor will receive a reply within three business days via email to verify receipt of this request. If you have questions about this form or tutoring services, please contact the Tutoring Center at 1-800-628-7722 ext. 2882.

Student ID#: _____ **Select Semester:** Fall Spring Summer

Name: _____
(Last Name) (First Name) (Middle I)

Address: _____
(Street)

(City) (Zip Code) (County)

Primary Phone Number: _____

SSCC Email: _____ @live.sccc.edu

Do you authorize your contact information to be released to a Tutor? Yes No
 Are you a first year student? Yes No

List the course or courses for which you are requesting a Tutor:

Course #	Course Name	Instructor

Please indicate the campus or campuses you prefer to be tutored:

Central (Hillsboro)
 Fayette (Washington C.H.)
 North (Wilmington)
 Brown County (Mt. Orab)

To enhance the quality of tutoring services, a tutor may wish to discuss your progress with your instructor. Please check the appropriate box to give your tutor permission.

- I give permission to contact my instructor.
- I do not give permission to contact my instructor.

By signing this form you understand that the Tutoring Center routinely compiles data on the grades of students receiving tutoring. This information is used to evaluate the effectiveness of the tutoring program. All information obtained by the Tutoring Center will be kept confidential and will only be used to compile summary statistics.

Student Signature: _____ **Date:** _____

Student Tutoring Contract

I _____ agree to abide by the following terms of the Southern State Community College Tutoring Center in order to receive the services provided by the institution's academic student services:

I will...

1. Read and follow the college's policies and procedures regarding student conduct.
2. Attend class regularly.
3. Arrive at my tutoring session prepared with all necessary materials (texts, notes, tests, assignments, supplies, or any other item that will ensure a successful meeting).
4. Be prepared to articulate my needs and concerns about my classes to my tutor.
5. Come prepared by having assignments read or completed to the best of my ability.
6. Accept responsibility for my learning.
7. Attend scheduled sessions.
8. Notify my tutor at least two hours in advance should I have to cancel our session.
9. Be respectful when other students are being tutored in the lab session.

I will **not**...

1. Ask my tutor to make the corrections on the paper.
2. Miss a class and ask my tutor to teach me the subject matter.

I understand that...

1. Attending tutoring sessions is not about my failure; it is about my academic success.
2. Tutors will do a follow-up report about my attendance and academic progress to be filed with the tutorial services.
3. My tutor will only speak with my instructor or share information with him/her about my academic progress if I have given permission to do so.
4. Lab sessions are to last no more than two hours per day and one-on-one sessions are to last no more than one hour per day.
5. To avoid distractions and to respect the privacy of other students, I will leave the lab when my session is finished.

I am aware that tutoring services may be suspended or terminated for...

1. Failure to notify tutor or tutoring center about cancelling a session.
2. Failure to attend classes or tutoring sessions.
3. Violation of school policies or this contract.

I understand and agree to abide by the guidelines of the SSCC Tutoring Center contract.

Student: _____ **Date:** _____

Tutoring Center Staff: _____ **Date:** _____