

Tutor Request for an Alternate Time

Date_____

I, _____, would like to request a tutor for a time

Please Print

other than the regular Wednesday and Sunday sessions.

Signature_____ Subject_____

ALTERNATE TIME PROCEDURES

To request a tutor at an alternate time tutees must appear at the Academic Services window (Lee 206.8) in the Student Services Center to make a written request. The tutee must complete and sign an alternate time request form. At the time of the tutoring session the tutor and tutee must record the time the session begins and the time it ends. Both the tutor and tutee must sign the time sheet.

Please bring a signed copy of this form to Academic Services (Lee 206.8) at least 4 days prior to the session.