

## **TRiO DSSS**

**To: Student requesting a tutor**

**From: Juliet Booth, Coordinator of Tutoring Program**

### **Important Information for Students who request a tutor**

We are happy to provide you with additional assistance in your academic goals and hope that your tutor will help you to achieve those goals. **Please understand that we do our best to find a suitable tutor for you but there may be times when this is not possible.**

Remember that there are other resources available to you in the College and I recommend that you use these either before requesting a tutor through DSSS or in addition to working with your tutor. Additional resources include the Tutoring Center (Building 2), and the Writing Lab (Building 9/218). Also, it is important that you meet with your instructor during his/her Office Hours, introduce yourself, and ask for assistance. The Office Hours are there for this purpose.

**You will need to make a 15 minute appointment to meet with me within one week of submitting this application (Phone: 503 399 5192)** I have important information to share with you that I will ask you to sign to indicate that you understand the information and will do what is requested.

**You will always receive an e-mail when you have been assigned a tutor.** The e-mail will tell you the name, e-mail address, and phone number of your tutor. **If you do not receive this e-mail, then you have not been assigned a tutor yet.**

**NOTE: You MUST hand in a copy of your syllabus with your request for tutoring.** You can send it as an attachment or bring it in to Disabilities Services.

Request for Individual Tutoring  
**TRiO DSSS**

Chemeketa Community College



Term \_\_\_\_\_ Date of Request \_\_\_\_\_

Name \_\_\_\_\_ K# \_\_\_\_\_

Phone \_\_\_\_\_ Cell/Pager \_\_\_\_\_ Email \_\_\_\_\_

**What is the best way to contact you?**      Phone      Cell Phone      Pager      Email

**What is the best time to call you?** \_\_\_\_\_

**Tutor needed for:**

CRN Number	Course Name	Instructor Name

**You need to hand in a copy of your syllabus with the application form.**

**Using the attached schedule, please highlight the times you are available to work with a tutor.**

Please check all the reasons you are requesting tutoring:

- I am having difficulty understanding the textbook.
- I am having difficulty understanding the instructor/s.
- I need to discuss the material with someone before it makes sense to me.
- I have missed a number of classes and have fallen behind. Number missed \_\_\_\_\_
- I am having problems taking notes in class.
- I could use some help getting motivated to study.
- I need help learning to study.
- I have done poorly on the tests.
- Other (please explain): \_\_\_\_\_

Do you have a preference for a male or female tutor? If yes, circle one: M    F

We cannot guarantee that we can accommodate your request, but we will do our best.

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**For office use only**

## TRiO DSSS STUDENTS



### Availability Schedule for Students

Name \_\_\_\_\_ Term \_\_\_\_\_ Date of Request: \_\_\_\_\_  
 Course/s for which you are requesting tutoring: \_\_\_\_\_

Please **highlight** the **times you are available for tutoring**. Please provide as many options as possible. It will increase your chances of being matched with a tutor's schedule.

Times	Monday	Tuesday	Wednesday	Thursday	Friday
7:00-8:00					
8:00-9:00					
9:00-10:00					
10:00-11:00					
11:00-12:00					
12:00-1:00					
1:00-2:00					
2:00-3:00					
3:00-4:00					
4:00-5:00					
5:00-6:00					

## **Student Contract**

### TRiO Disabilities Student Support Services

This contract is for students who are receiving appointment-based assistance from tutors.

I understand that as a tutee I have certain responsibilities and I agree to the following:

I will:

1. Make sure that the supervisor has a current address, phone number, and e-mail address where I can be reached.
2. Provide the current class syllabus for the tutor *with this application*.
3. Whenever possible, give 24 hours notice if I am unable to attend a scheduled tutoring session. I will contact the tutor directly if this is possible, otherwise I will contact Juliet Booth at 503 589 7841.
4. Let the supervisor know immediately if I decide to drop the class.

**I understand that if I miss more than three tutoring sessions without contacting my tutor and/or supervisor with a VERY GOOD REASON, I can lose the TRiO DSSS appointment-based tutoring service.**

Signature: \_\_\_\_\_ Printed name: \_\_\_\_\_

Date: \_\_\_\_\_

2008-2009