



Date _____

Request for Tutoring

Name _____

WSU ID _____

Address _____

City/State/Zip _____

Phone _____

E-mail _____

Major/Certified? _____ / _____

of Credits Currently Taking _____

- Have you accessed the Writing or Learning Center for tutorial assistance? Yes No
- Have you discussed with your instructor that you are having difficulty in your class? Yes No
- Would you be open to small-group tutoring? Yes No
- What specifically are you looking for in your tutoring session? _____

List the courses(s) for which you are requesting tutoring.

Course Prefix <i>Example: BIOL 102</i>	Section Title <i>Example: General Biology</i>	Section	Credits

Check time slots that you are AVAILABLE for tutoring.

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

Student Signature

Date

<i>For office use only</i>	Tutor Assignment Information		
Tutor _____	Course _____	Date _____	<input type="checkbox"/> SA
Tutor _____	Course _____	Date _____	<input type="checkbox"/> SA
Tutor _____	Course _____	Date _____	<input type="checkbox"/> SA

Student Expectations/Rules

Checking in – For your appointments, be sure to sign the TRIO SSS Log Sheet (completed by your tutor) for reporting purposes.

Preparing for appointment – Students are expected to be prepared for tutoring. Make sure that you are prepared for your tutoring appointment by attending class regularly, reading the assigned materials, attempting assigned coursework, and preparing questions for the tutor. Tutors may ask you to email them the problems/chapters/topic/concepts you need help with in advance of your scheduled tutoring session.

Course materials – Students are expected to bring their own materials to the tutoring appointment, including textbooks, writing utensils and calculators.

Concept-based tutoring – While the tutors will assist with any questions regarding concepts, they **will not** assist you with quizzes or exams. You must be actively engaged in the tutoring session, so the use of phone, laptops, tablets that is not in support of your learning is unallowable.

Tutoring Hours – You may schedule up to 3 hours per week/per course of tutoring. Additional hours must be approved the Director.

Show up on time – It is crucial that you show up on time for your scheduled appointment. The tutor will wait no more than 10 minutes; thereafter, your appointment will be lapsed and considered a no-show.

No-show policy – Two no-shows, regardless of the subject, will result in your termination from scheduling any further tutoring appointments for the remainder of the term.

Cancellations – In the event you cannot attend your scheduled tutoring session, please contact the tutor and the TRIO office 24 hours prior to the scheduled session. Any cancellation occurring thereafter will be documented as a no-show and there is the potential for a suspension of tutoring services. The TRIO SSS main office line is 509-372-7157.

Students are expected to follow all of these tutoring guidelines – Failure to do so may result in the forfeiture of further assistance.

Print Name: _____

Signature: _____

Date: _____