

**Tutor Request Form**  
**Peer Tutorial Program**  
**The Center for Student Success- Stevens-German Library**  
**Hartwick College**

PRINT NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

Cell: \_\_\_\_\_

CLASSYEAR: \_\_\_\_\_

STUDENT I.D.#: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

Tutor for course number (ie:biol-101): \_\_\_\_\_

Professor teaching course: \_\_\_\_\_

**I intend to work with the tutor using the following strategy:**  
**(Mark only one)**

- ☐ 3 hours per week for semester    ☐ 1-2 hours per week for semester    ☐ Only for Test Review    ☐ Only assistance writing papers  
☐ Only few times to get to a basic understanding of the course

**I want the tutor to assist me with following:**  
**(Mark all that apply)**

- ☐ Time Management    ☐ Preparation for an Assignment    ☐ Review of Course Content and Concepts    ☐ Note Taking  
☐ Test Review    ☐ Effective Reading Strategies    ☐ Solving Math Problems    ☐ Keeping Up with the Pace of the Course  
☐ Other \_\_\_\_\_

**I am able to work with the tutor during the following times:**  
**(Mark all that apply)**

- ☐ Any time outside of class, that works for the tutor    ☐ Before 5PM    ☐ After 5PM  
☐ Monday-Thursday    ☐ Friday, Saturday or Sunday    ☐ Anytime After 1PM Saturday or Sunday

I understand that I will receive the tutor's contact information via my HARTWICK EMAIL ACCOUNT and that it is my responsibility to contact the assigned tutor to arrange for the tutoring sessions. If for any reason, I am unwilling or no longer need to work with the tutor, I will notify the tutor coordinator.

I am aware that it may be necessary to contact my professor in order to find a tutor. Often professors like to know who is requesting a tutor in order to recommend a tutor.

**I understand the tutor is also a student and has academic responsibilities. In order to avoid circumstance that may cause frustration I will contact the tutor with reasonable notice and establish convenient times to meet with them.** To have sufficient time to help clarify concepts and solidify preparations for an exam it is important to meet with your tutor on a regular basis.

Signed: \_\_\_\_\_

Return Form to:  
Jason Stanton, Tutor Coordinator  
The Center for Student Success-5<sup>th</sup> Floor Stevens-German Library  
Ext. 431-4661

Assigned to: \_\_\_\_\_ Date assigned: \_\_\_\_\_