

# Tutor Request Form

Print Your First and Last Name: \_\_\_\_\_ Date \_\_\_\_\_

Preferred First Name? \_\_\_\_\_ Cell Phone \_\_\_\_\_ Can we text you for cancellations? Y/N

If yes, Cell Phone Carrier \_\_\_\_\_ Email \_\_\_\_\_ Major \_\_\_\_\_

Gender: \_\_\_\_\_ Freshman / Sophomore / Junior / Senior Live On / Off Campus

List the courses you need help with: \*Depending on availability, tutoring may not be assigned for up to 1 week after request is submitted.

Course	Instructor	Current Grade	Tutor Assigned (office only)
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	

**Print a copy of your text view class schedule from Self Service with this form.**

**Please fill in your preferred times for tutoring below.**

Mon.	Tues.	Wed.	Thurs.	Fri.

**Have a job, planning on getting one, or other obligations? Please list these hours M-F below, so tutoring is not scheduled during these times. You can update later if your schedule changes after submitting this form.**

## Key Tutoring Policies and Procedures

**Please sign below to indicate that you understand and agree to each of the following:**

1. All tutoring takes place in the Joan Weill Adirondack Library.
2. Students are expected to arrive for each session on time and prepared to work with their assigned tutor.
3. Each tutoring session will last approximately one hour. Prior approval by the Coordinator for Academic Support is required if more time is needed.
4. Students receiving tutoring are required to attend every class for the course being tutored and to check their email daily for notifications and scheduling changes. Tutoring is not a substitute for class attendance. All students must adhere to the attendance policy set by their course instructor.
5. A total of three missed sessions during the semester will result in the loss of tutoring for the course. Cancellations must be reported to the Coordinator for Academic Support twelve hours before the tutoring session is to be held to avoid being counted as a missed session. **Cancellations must be reported to the tutor and the Coordinator for Academic Support.**
6. If assistance is no longer needed or if the student drops the course for which they are receiving tutoring, they are expected to notify the Center for Academic & Career Success as soon as the drop is completed.

***I agree to abide by these procedures and policies while I am receiving tutoring services through Paul Smith's College Center for Academic & Career Success. I will make it my responsibility to bring any questions I have regarding these to the Coordinator for Academic Support or visit the CACS website for more information if needed.***

More on back



**Student Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**How did you hear about the Center for Academic & Career Success?**

☐ Advisor    ☐ Course Professor    ☐ Flyers    ☐ PSC Student    ☐ Success Coach    ☐ TRiO  
☐ Veteran's Affairs Office    ☐ Orientation    ☐ HEOP    ☐ First Year Seminar    ☐ Starfish Notification

**Briefly describe what you are having difficulty with:** \_\_\_\_\_

**May we share the difficulties that your having with your courses with your tutor(s)?** \_\_\_\_\_

This will help them determine what they should focus on in your tutoring sessions in order to serve you better.

**Please list any other information you want to share with your tutor(s):** \_\_\_\_\_

Professors need your permission to receive information about whether you are receiving our services or not.

Their involvement sometimes helps us find tutors that fit your needs better. Initial here if you DO NOT wish to have the CACS staff share information with your professors regarding your tutoring: \_\_\_\_\_

Would you like to meet with an Academic Success Coach to discuss any of the following? Yes No

Please circle areas you'd like help with: Time Management /Study Strategies /Note-Taking /Organization/ Career Development

*Coaches are part of our professional staff.*

**Is there any other information you would like to share?**

**Thank you for submitting your request! Keep an eye on your PSC e-mail for your tutor assignment. In some cases it may take up to one week to receive your assignment\***

**If you have any questions regarding your assignment, please contact the Coordinator of Academic Support.**

Tracy Elliott, Coordinator of Academic Support  
Center for Academic & Career Success, Library 208A  
[telliott@paulsmiths.edu](mailto:telliott@paulsmiths.edu)

*\*In most cases tutoring sessions will be assigned within one week of submitting request. However, Peer Tutoring availability is dependent on those willing and able to meet the criteria to tutor specific classes. You will be contacted if there is not a tutor available to fulfill your request and a search has been deemed unsuccessful to find a tutor. To the best of the ability of the CACS staff, alternatives will be attempted in order to support your request.*