

Tutor Request Form

Return this completed form to the Learning Commons Desk in person or via email (lcommons@carrollu.edu). There is no guarantee a tutor will be available to fulfill your request, but we will do our best. Please note that 1-on-1 appointments are only available for Writing Assistance, Math Assistance, and Spanish Conversation.

Student Information

First name	Last name
ID number	Carroll email
Phone	Major
Today's date	Freshman Sophomore Junior Senior Grad Student

Did anyone refer you to the Tutor Request Form?

Office of Student Success

A friend

Academic advisor

A peer educator in the LC

Other: _____

A professor

A coach

Reason(s) for Request

I do not see tutoring available for my course(s) on the LC whiteboard or website

I have a time conflict with the currently posted tutoring hours

I am not sure how to work with a tutor or use other Learning Commons support services

Other: _____

What course(s) are you seeking a tutor for?

Course name & number (Example: ANP 130)	Instructor's name (Example: Dr. Hansen)

When are you available to work with a peer educator?

****For a better chance at securing a tutor for your request, provide as much availability as possible!**

For example: *I am free on Mondays from 1-5pm, Tuesdays 7-9pm, Wednesdays 10am-3pm*

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Once your tutor request has been received, a Learning Commons staff member will contact you via Carroll email to help you connect with our support services. Some requests can take several days or weeks to accommodate due to the recruiting and hiring process. Visit your instructor's office hours in addition to seeking peer educator support. Check out current peer educator schedules by visiting www.carrollu.edu/learningcommons.

