

# STUDENT SUPPORT SERVICES APPLICATION FOR TUTORING SERVICES

Student Name: \_\_\_\_\_ Date Applied: \_\_\_\_\_

Course (Ex. MATH 1111): \_\_\_\_\_ Instructor's Name: \_\_\_\_\_

GSW Student ID#: \_\_\_\_\_ Social Security # \_\_\_\_\_

GSW Box #: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Phone #: \_\_\_\_\_

Off-campus address: (Street or PO Box) \_\_\_\_\_

(City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip Code) \_\_\_\_\_

Major: \_\_\_\_\_ Advisor: \_\_\_\_\_

Please place an X in the \_\_\_\_\_ next to your category: FR \_\_\_ SO \_\_\_ JU \_\_\_ SR \_\_\_

Have you had any college classes in this subject before? \_\_\_\_\_

Have you discussed your need for help with your instructor? \_\_\_\_\_

Current Grade in Class: \_\_\_\_\_ Desired Grade in Class: \_\_\_\_\_

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**IMPORTANT PLEASE READ CAREFULLY** Please place the letter "T" in the time slots below that you are able to meet with a tutor. The more "T's" you place in the schedule, the easier it will be for us to match you up with a possible tutor/study partner's schedule.

**NO ASSIGNMENT WILL BE MADE WITHOUT THE COURSE # LISTED ABOVE AND THE "T'S" LISTED IN THE SCHEDULE BELOW**

Your class schedule, work schedule, meals, etc. should be placed in the Tutoring Time Grid below. **All available time should be marked with a "T" and if you prefer a certain time, you should write "PT" in the correct slot for time/day in the Tutoring Grid below.**

### TUTORING TIME GRID

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8-9 a.m.							
9-10 a.m.							
10-11 a.m.							
11-12 a.m.							
12-1 p.m.							
1-2 p.m.							
2-3 p.m.							
3-4 p.m.							
4-5 p.m.							
5-6 p.m.							
6-7 p.m.							
7-8 p.m.							
8-9 p.m.							

Please acknowledge by signing below that you are aware that it is your responsibility to inform the Student Support Services staff if:

- (1) Your tutor does not show up....give them at least 15 to 20 minutes after the assigned time in case they are running late. You might also check with the staff or board in Room 301 to see if a message has been left for you by the tutor.
- (2) You are not benefiting from your tutoring sessions so that we can assign someone else to you. Sometimes tutors and tutees have different learning styles and it may be that you would benefit from a different tutor and style of tutoring. This is important because we need feedback and want to ensure that you get tutoring services that will assist you in receiving the best grade possible.
- (3) Your schedule has changed. This is important so that if your current tutor cannot meet with your new schedule we can look for another tutor or study partner.
- (4) You are dropping your request for tutoring services or withdrawing from class/school.
- (5) You have problems, etc. that we can help you with. The staff is always ready to help you or willing to listen. If we cannot help, we will refer you to an individual or department on campus who should be able to assist you.
- (6) You need to be at every tutoring session if possible. If you miss 2 or more consecutive sessions without notifying your tutor or Student Support Services in advance, you will first be written a “No-Show letter” and if you still do not attend or contact us, your tutoring request will be cancelled. Student Support Services can be reached at the following e-mail address and telephone numbers: [dba@canes.gsw.edu](mailto:dba@canes.gsw.edu) or (229) 931-2294 or by fax at (229) 931-2832.

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(Signature)

(Date)