

CC/SEAS TUTORING SERVICE REQUEST FORM

Form must be filled out *entirely* for it to be processed!!

| | | |
|--------------------------------|-----------------------|------------------------------|
| ***Date***: _____ | | |
| Name: _____ | CU PID#: _____ | |
| Major: _____ | UNI: _____ | |
| Phone: _____ | Lerner Address: _____ | |
| Academic Advisor: _____ | Class of 20 ____ | |
| Are you (check all that apply) | CC ____ | SEAS ____ HEOP ____ NOP ____ |
| Do you receive financial aid? | Yes ____ | No ____ |
| Student Athlete | Yes ____ | No ____ Sport _____ |

How did you hear about the Tutoring Service? (Please check all that apply.)

_____ Postings _____ Student Activities Fair _____ Dean/Advisor
_____ Student _____ Professor/TA _____ Resident Assistant (RA)
_____ Columbia web _____ Other, please specify _____

What is leading you to sign up for a tutor? (Please check all that apply.)

_____ Anticipate difficulty with course (please check all below that you anticipate)
_____ Difficulty with understanding course content
_____ Difficulties with tests or assignments
_____ Difficulty completing assignments on time
_____ Difficulty with writing/papers in the course (but *not* with specific course content)
_____ Difficulty understanding the instructor's teaching style
_____ Inadequate high school/prior academic preparation
_____ Doing well in the course, but wanted to obtain higher grade
_____ Advised to seek tutoring by professor, class dean, or advisor/counselor
_____ Don't really need tutoring, but signed up for tutoring just in case
_____ Other, please specify _____

In the topics you checked off, which format(s) would you be interested in utilizing? (Please check all that apply.)

_____ Seminars _____ Individual coaching/assistance _____ On-line tutorials
_____ Video tapes _____ Audio tapes _____ Assistance via e-mail
_____ On-line resources (i.e. tip sheets, how-to sheets)
_____ Printed resources (i.e. tip sheets, how-to handouts)

What other resources are you utilizing on campus to help you academically?

_____ Class dean _____ Counselor/advisor _____ Resident life staff
_____ Teaching Assistants _____ Help rooms _____ Professors' office hours
_____ Other students _____ ASP Seminars _____ Other _____

Must attend (2) Academic Success Seminars Sessions to continue to receive tutorial services:

(Please choose two)

_____ Time Management _____ Reading for Retention
_____ Midterm Test Prep _____ Note-Taking Skills
_____ Learning Style _____ Finals Test Prep

OVER 

Please list the courses for which you are requesting a tutor (LIMIT 3).

| <u>CLASS NAME</u> | <u>Course Number</u> | <u>Instructor</u> |
|---------------------------------|----------------------|-------------------|
| <i>(e.g. General Chemistry)</i> | <i>CHEM C1404</i> | <i>Smith</i> |

1.

2.

3.

As a tutee, it is YOUR responsibility to:

1. Attend (2) Academic Success Seminars for the semester.
2. Attend all scheduled tutorial sessions and keep the tutor informed of all coursework.
3. Come to each tutoring session prepared.
4. Notify the tutor if you are unable to attend, as well as the CC/SEAS Tutoring Service if discontinuing tutoring.
5. Complete an evaluation form at the end of the semester.

By signing below, you indicate your understanding of these responsibilities. You also certify that if you received tutoring last semester, you have completed the Tutor Evaluation Form (please complete now if you have not done so).

Your request will NOT be processed if you have not filled out this form in its entirety and/or submitted the Tutor Evaluation Form from last semester, if applicable.

Student Signature: _____ Date: _____

ACADEMIC SUCCESS PROGRAMS

103 Furnald Hall, MC 4747

2940 Broadway

New York, NY 10027

212- 854-3514 / 212- 854-2458 (Fax)

FOR OFFICE USE ONLY

DATE RECEIVED: _____

INPUT ON: _____

PROCESSOR INITIALS: _____

NOT PROCESSED DUE TO INCOMPLETE INFO: _____

TUTOR CONTACTED ON: _____

TUTOR ASSIGNMENT: _____

STUDENT CONTACTED ON: _____

ADDITIONAL INFO: