

Initial, Last Name

# REQUEST FOR HELP



Please fill out and return to HC 324 or PO 2378

Name \_\_\_\_\_

e-mail \_\_\_\_\_ How often do you check e-mail? \_\_\_\_\_ Date \_\_\_\_\_

PO \_\_\_\_\_ Phone # \_\_\_\_\_ Student ID # \_\_\_\_\_ Circle one: PSEO Fr. So. Jr. Sr. Other

Advisor \_\_\_\_\_ Major (known or proposed) \_\_\_\_\_

Are you working now? \_\_\_\_\_ Hours per week? \_\_\_\_\_ Type of work? \_\_\_\_\_

Extra Curricular Commitments (sports, music, etc.) \_\_\_\_\_ Hrs/Wk \_\_\_\_\_

Cumulative GPA: \_\_\_\_\_ Did anyone refer you to us? If yes, who \_\_\_\_\_

Are you on academic probation? Yes \_\_\_ No \_\_\_ Do you have any incompletes? Yes \_\_\_ No \_\_\_

Were you admitted on provisional status? Yes \_\_\_\_\_ No \_\_\_\_\_ Don't know \_\_\_\_\_

Explain **in your own words** where and why you feel you are struggling academically.

What type of help are you hoping to receive from the Academic Enrichment & Support Center?

List ALL the courses you **are taking** (include the names of the instructors) and indicate which may be the most difficult for you and why.

Course (name & number)	Instructor	Difficulties

(Complete back also. Please do not write in box below)

<input type="checkbox"/> Tutor Contacted <input type="checkbox"/> Link-up Complete <input type="checkbox"/> Indiv. Consult <input type="checkbox"/> On Hold <input type="checkbox"/> Move to inactive <input type="checkbox"/> No Show RECORDED: <input type="checkbox"/> Tuttee/request for help list <input type="checkbox"/> tutor requested courses list <input type="checkbox"/> checklist <input type="checkbox"/> Tutor log book <input type="checkbox"/> memos           2-04
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# Tutor Request Form: Working out "When"

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

e-mail: \_\_\_\_\_ PO \_\_\_\_\_

Course for which you are seeking help: \_\_\_\_\_  
(course name and number)

On the schedule below put an X through any time that you are regularly scheduled to attend class, work, eat, commute, etc. We will assume that you are available to meet with a tutor during any time that is left open. You may indicate preferred times if you wish, but it is not always possible to honor such requests. The tutors will use this chart to find tutoring times for you.

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
8:00							
8:30							
9:00							
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10:00							

## Application Follow-up (office use only – Please do not write on this side of page)

Request for Tutor \_\_\_\_\_ Individual Consultation

Dates:

Application received in office

Note sent for interview

Appt w/ @ \_\_\_\_\_ date

Interview held

Faculty approval requested

Faculty approval received

Possible Tutor: Name

PO

Phone

Reply date

Yes/No

Notes: