

# Academic Resources Tutor Request Form

## Step 1: Read the following information about how tutor requests work

Return this completed form to the Academic Resources Desk in person or via email ([lcommons@carrollu.edu](mailto:lcommons@carrollu.edu)). There is no guarantee a tutor will be available to fulfill your request, but we will do our best. Please note: Subject tutoring, the Math Center, and the Math 101 Coaches provide drop-in tutoring, so 1-on-1 help varies (depending on who attends each peer educator session).

## Step 2: Provide your personal information

Last name \_\_\_\_\_ First name \_\_\_\_\_ ID number \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_ Today's date \_\_\_\_\_

Major \_\_\_\_\_ Year: Freshman    Sophomore    Junior    Senior    Graduate student

Who referred you to the Tutor Request Form?

Office of Student Success    A friend    Other: \_\_\_\_\_

Academic advisor    A peer educator in the LC

A professor    A coach

## Step 3: Select your reason(s) for requesting a tutor and tell us what you need help with

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)

## Step 4: Add your availability to work with a peer educator

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

## Step 5: Keep in touch

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](http://www.carrollu.edu/learningcommons).