

Academic Resources Tutor Request Form

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

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: Drop-in Tutoring, Math Assistance, and Math Coaches hold drop-in tutoring sessions. We do not arrange 1-on-1 tutoring sessions by request.

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

Did anyone refer 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 several hours indicating 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/learning-commons.