• NEED A TUTOR? Completely fill out each page in the Tutee Packet.

• A referral form is needed for each class that you need a tutor in (only one referral attached to packet). Other referral forms are available in the file pocket posted by the Tutor Coordinator’s office (Strickland Building, Room 131).

• Turn in the completed packet to Pamela Morgan, Tutor Coordinator.
REQUEST FOR TUTORING FORM

Student ID #: __________________________________________
Name: ________________________________________________
Address: ______________________________________________

Phone Numbers:
Home: ___________________ Work: ___________________ Cell: ___________________

E-mail Address:
JSCC E-mail Address: ___________________________@mail.jamessprunt.edu
Personal E-mail Address: _____________________________

Which course(s) do you need a tutor for?
Course Name & #: ___________________________________ Section #: ___________
Course Name & #: ___________________________________ Section #: ___________
Course Name & #: ___________________________________ Section #: ___________

* LIST BELOW YOUR COMPLETE SCHEDULE OF CLASSES FOR THIS SEMESTER.

<table>
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<tr>
<th>COURSE #</th>
<th>SECTION #</th>
<th>DAY(S) OF CLASS</th>
<th>TIME(S) OF CLASS</th>
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List all of the days and times that you are available for tutoring. If you have to leave campus by a certain time due to work or other reasons, please list those times too.

____________________________________________________________________
____________________________________________________________________

Revised September 2015
TUTEE AGREEMENT FORM

Obligations of Tutee:

1. Attend sessions and be prepared to keep the tutor informed and up to date on all class assignments.

2. Be prepared to demonstrate to the tutor that you are fulfilling your class assignments to the best of your abilities.

3. Come prepared for all tutoring sessions with any work previously suggested by the tutor.

4. **If you are unable to attend a tutoring session, you will notify the Tutor Coordinator at least 2 hours prior to the tutoring time.** Call the Tutor Coordinator at (910) 296-2427. If you are unable to reach anyone, leave a message and also call the SSS/UB Program Assistant at (910) 296-2446.

5. You must complete all forms and provide all required information needed before you are assigned a tutor.

6. The tutor and tutee must sign the SSS Tutor Service Log before each session. (Please round off the time to every five (5) minutes.) **Tutoring can not occur during a scheduled class time.**

7. **If you miss three scheduled tutoring sessions per course in a semester, your tutoring sessions will be terminated.** The tutor will not return for your tutoring session. A JSCC e-mail will be sent to the tutee to share their termination of tutoring for the semester. *(Emergencies will be dealt with in a case-by-case basis.)*

8. Notify the Tutor Coordinator and/or Project Director before classes are dropped. **Your tutor must be notified in order that they do not show up for tutoring and you have dropped your course(s).**

PERMISSION STATEMENT:

I, ________________, hereby give permission to the tutors, readers and/or note-takers of James Sprunt Community College to view and use my phone number and class schedule in order to confirm tutoring schedules for the class(es) in which I have requested tutorial services.

I have read the above statements and agree to Student Support Services’ terms.

________________________  __________________________
Signature                       Date

Revised September 2015
TRiO SSS STUDENT REFERRAL FORM

Please complete this referral form and return to the TRiO Student Support Services Program at James Sprunt Community College.

DATE: ___________________ COURSE #: ___________ - ___________

STUDENT: __________________________________________ STUDENT ID #: _______________

INSTRUCTOR’S SIGNATURE: __________________________________________

CHECK ALL THAT APPLY:

_____ The student attends class regularly.
_____ The student is on time for class.
_____ The student submits homework, reports and/or projects on time.
_____ The student participates in class.
_____ The student demonstrates a positive attitude toward the course.
_____ The student appears to be having personal problems.

THE STUDENT WOULD BENEFIT FROM THE FOLLOWING TYPES OF ASSISTANCE:

_____ Note Taking Techniques  _____ Tutoring
_____ Time Management Techniques  _____ Computer Assisted Instruction
_____ Test Taking Techniques  _____ Assisted Lab
_____ Counseling  _____ Transfer Information
_____ Reader Services  _____ Interpreter
_____ Other: __________________________________________

WHAT IS THE GRADE OF THE STUDENT AT THIS TIME? _______________

PLEASE SHARE ANY ADDITIONAL INFORMATION OR COMMENTS THAT WOULD HELP THIS STUDENT IMPROVE IN THIS COURSE.

________________________________________________________________________

________________________________________________________________________

OFFICE USE ONLY – DO NOT COMPLETE BELOW THIS LINE:

Student has been referred to the following department and/or agency:

_____ JSCC Student Services – Counseling and Testing/Transfer
_____ Other (example – Student Success Center) _____________________________

_____ Student is not eligible for the TRiO Student Support Services Program.

___________________________________________  _____________________________

SSS Staff Signature  Date

Revised September 2015