

LCC Tutoring Services Request (REVISED 3/3/10)

103 Arts & Sciences Phone: 517-483-1206 FAX: 517-483-1222



It is **required** that we have your name as it appears in your student records, Banner ID number, course code, call number, signature, and any programs in which you participate, in order to serve you.

-Please **PRINT LEGIBLY** so that we may use your information to serve you better-

DATE ____/____/____ BANNER ID # X00_____ SEMESTER: Fall Spring Summer

LAST NAME _____ FIRST NAME _____ SIGNATURE _____

Address _____ Apt. # _____ City _____ Zip _____

Phone # (____) _____ - _____ Cell Phone # (____) _____ - _____ E-mail: _____@_____

Preferred mode of contact: US Mail E-mail Phone – best time to reach _____ Is it OK to leave a phone message? Yes No

	COURSE CODE <small>(For Example, MATH 050)</small>	CRN # <small>(left column – schedule book)</small>	Instructor	May we contact your instructor about how best to help you in the class?
Most Needed				<input type="radio"/> Yes <input type="radio"/> No
2 nd Choice				<input type="radio"/> Yes <input type="radio"/> No

PLEASE ANSWER THE FOLLOWING QUESTIONS:

- How often do you think you will want a tutoring session?
 Once per week Before tests Occasionally, as needed
- How do you prefer to study?
 Alone Only with people you know In a group
(If there is a Supplemental Instruction group for your subject that fits your schedule, you will be encouraged to attend it.)
- DO YOU PARTICIPATE IN ANY OF THE FOLLOWING PROGRAMS?**
 Disability Support Services TRIO TIP
 LUCERO Women's Resource Center
 LEP Program High School Completion Initiative
- Would you like to be tutored online if online tutoring is available for this course? Yes No
If yes, rate your experience using the computer:
 No Experience Fair Good Excellent
- What would you like to accomplish in tutoring?

You may indicate preferences below, if you wish (specific time, tutor, etc.) **It is not always possible to honor such requests.**

In the boxes, please indicate:

B = best times for tutoring

✓ = other times that would work for me

(The more times you mark, the more likely it is that we can schedule you)

	MON	TUE	WED	THU	FRI	SAT
8-9am						
9-10						
10-11						
11-12n					*	
12-1pm					*	
1-2					*	
2-3					*	
3-4					*	
4-5						
5-6						
6-7						

* Friday Daily Sign-Up Appointment for some subjects

(Tutoring is not usually available during times that are shaded, but on some occasions may be)

Please note: Tutoring is available for many LCC classes, BUT **not for all** classes. We may not be able to schedule a tutor to meet every need.

Appointments may not start for 2-4 weeks or more after request.

FOR OFFICE USE ONLY

Week Start _____

CHK: T O G S I W N C W S N E N T N F N L N T Day _____ Time _____ **TUTOR/SI** _____

DATE: E-mailed _____ Called _____ In _____ Board _____ Mailed _____ Database _____

Sent/Gave Fliers: SI _____ Daily Sign-Up _____ Gen'l Walk-in _____ Study Group _____ Other Campus Resources _____