

TUTORING REQUEST & INFORMATION FORM

Name: _____ Course/Course #: _____
 Local Ph #: _____ Instructor: _____
 Email: _____ Major/Program: _____

*Cross out the times you are **NOT** available including classes, work, sports, etc. All tutor times are 50 minute sessions. Contact your tutor or ARC @ 608.796.3190 as far in advance as possible if you cannot attend a session. If you do not attend class or tutoring regularly, ARC may drop you from tutoring for that class.*

| MON | TUES | WED | THURS | FRI |
|-------|-------|-------|-------|-------|
| 8:00 | 8:00 | 8:00 | 8:00 | 8:00 |
| 9:05 | 9:00 | 9:05 | 9:00 | 9:05 |
| 10:10 | 10:00 | 10:10 | 10:00 | 10:10 |
| 11:15 | 11:00 | 11:15 | 11:00 | 11:15 |
| 12:20 | 12:00 | 12:20 | 12:00 | 12:20 |
| 1:25 | 1:00 | 1:25 | 1:00 | 1:25 |
| 2:30 | 2:00 | 2:30 | 2:00 | 2:30 |
| 3:30 | 3:00 | 3:30 | 3:00 | 3:30 |
| 4:30 | 4:00 | 4:30 | 4:00 | Eves |
| Eves | Eves | Eves | Eves | |

Student Signature: _____ Date: _____

For Office Use Only

Tutor: _____
 Day/Time: _____
 Tutee Notified: _____

Submit to ARC (MRC 332)

TUTORING REQUEST & INFORMATION FORM

Name: Jane Doe [SAMPLE] Course/Course #: Math 130
 Local Ph #: (608) 999-0000 Instructor: Overturf
 Email: jdoe@viterbo.edu Major/Program: Nursing

*Cross out the times you are **NOT** available. Include classes, work, sports, etc. All tutor times are 50 minute sessions. Contact your tutor or ARC @ 608.796.3190 as far in advance as possible, if you cannot attend a session. If you do not attend class or tutoring regularly, ARC may drop you from tutoring for that class.*

| MON | TUES | WED | THURS | FRI |
|--------------------|--------------------|--------------------|--------------------|--------------------|
| 8:00 | 8:00 X | 8:00 | 8:00 X | 8:00 |
| 9:05 X | 9:00 | 9:05 X | 9:00 X | 9:05 X |
| 10:10 X | 10:00 | 10:10 X | 10:00 | 10:10 X |
| 11:15 | 11:00 | 11:15 | 11:00 | 11:15 |
| 12:20 X | 12:00 X | 12:20 X | 12:00 X | 12:20 X |
| 1:25 X | 1:00 | 1:25 X | 1:00 | 1:25 X |
| 2:30 | 2:00 | 2:30 | 2:00 | 2:30 |
| 3:25 | 3:00 | 3:35 | 3:00 | 3:35 |
| 4:30 | 4:00 X | 4:30 | 4:00 X | Eves |
| Eves X | Eves | Eves | Eves | |

Student Signature: Jane Doe Date: Jan 16, 2014

For Office Use Only

Tutor: _____
 Day/Time: _____
 Tutee Notified: _____

SAMPLE