

## Student Services Request

Date: \_\_\_\_\_  
Name: \_\_\_\_\_  
SSN: \_\_\_\_\_ Home phone: \_\_\_\_\_  
Subject: \_\_\_\_\_ Work phone: \_\_\_\_\_  
Section #: \_\_\_\_\_ Hall and Room #: \_\_\_\_\_  
Instructor's Name: \_\_\_\_\_ Best time to call: \_\_\_\_\_

### Student Guidelines for Tutorial Services

- The student must be a Columbus State University student.
- The student must be enrolled in the class at CSU for which you are requesting a tutor.
- Tutoring is available in core curriculum only.
- Tutoring is to be conducted on campus. The Academic Support office, Library, or Davidson Student Center may be utilized for tutoring sessions. Other locations on campus may be used upon approval.
- The student must complete a Student Services Request card/form (see form above) and be assigned a tutor before tutoring begins.
- Upon recommendation of the tutor and the Tutorial Services Coordinator, the student may be required to attend one or more Study Skills Workshops to continue receiving tutorial assistance.
- To cancel a scheduled tutorial session, the student must call the tutor at least an hour before the scheduled time. If the student is unable to reach the tutor, call the office of Academic Support at 568-2330 to cancel. After 5:00 p.m., the student may leave a message on the office's answering machine to cancel the session. Please include the tutor's name, appointment time, and meeting place. If the student misses 2 scheduled sessions and does not call to cancel, the student will forfeit the right to tutoring for the remainder of the semester.
- The student must attend class regularly while receiving tutorial services. Tutoring is a supplement to and not a replacement for classroom instruction.
- A maximum of 2 hours of tutoring per session will be allowed. A maximum of 4 hours of tutoring per week will be allowed.
- Allow 4 days for a request to be processed. If the student has not been contacted by a tutor, 4 days following the completion of the request card/form, the student should contact the Tutorial Services Coordinator. Do not wait until 2 days before a test to request a tutor because requests can not be processed in that length of time.
- Sexual harassment will not be tolerated from the tutor nor student. If a situation needs to be addressed, contact the Tutorial Services Coordinator as soon as possible.

**I certify that I have read and agree to the *Student Guidelines for Tutorial Services*.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date