A first step is to meet with your instructor to discuss your progress in the course and options for academic support. Examples of academic support include: course Angel shells, online resources recommended by the instructor/department, working with the instructor or in labs, study groups and scheduled tutoring sessions.

Student Application for Academic Support

1) Print your name and course information and complete the self-assessment check list below.
2) Meet with your instructor to discuss your needs and the instructor’s suggestions.
3) Read the Student Requirements and Attendance Policy on the back of this form if interested in scheduled tutoring in Tutorial/Learning Center.
4) Return the completed form to the Tutorial/Learning Center by posted deadline.

Student Application for Academic Support

Student ____________________________________ Instructor ____________________________

Course Name ____________________________________________

Student Self-Assessment—As a student in this course, I feel that I need help in the following areas that I have checked:

__ Listening skills: focus and comprehension
__ Basic definitions: Rehearsing and elaborating
__ Math skills
__ Paraphrasing and outlining
__ Taking notes from text and lecture
__ Concept knowledge: recognizing key ideas, organizing ideas, finding relationships among ideas
__ Application of concepts to problems

My past experience as a student in a course like this was: ______________________________

My grade in the last course like this was: ______________________________

As your instructor, I suggest/recommend that you participate in the academic support options that I have checked:

__ Follow up meeting with me ________________ __ Peer study group
__ Academic Department Resource Lab ________________ __ On-line resources ________________
__ Tutorial Center individual/paired scheduled tutoring (complete application on back)
__ Tutorial Center small group scheduled tutoring (complete application on back)
__ Academic Department Study Group ________________
__ Other __________________________________________________________________________

Instructor Signature: ____________________________________________________________________
APPLICATION FOR SCHEDULED TUTORING You only have to complete this page once regardless of number of options requesting.

Name _______________________________________________ ID# A __________________ Date __________________

Land phone _______________ Cell phone _______________ college e-mail __________________________

Request a tutor for:

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STUDENT AVAILABILITY: Tutoring is scheduled on the hour and sessions are approximately 50 minutes long. Please check all of the hours that you are available to meet each week. If your available hours are too limited, it may be impossible to schedule your tutoring, and you will need to use another academic support option.

Frequency preference: [ ] Once weekly  [ ] Twice weekly

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Students are scheduled individually or paired with one other student from the course section. If available for the specified course, students may be assigned to a scheduled tutor led study group with more than 2 students.

Student Requirements and Attendance policy for scheduled tutoring:

- Students must attend class regularly and take notes.
- Homework must be attempted/completed before tutoring sessions.
- Bring syllabus, textbook, notes and completed homework to all sessions.
- Students are required to attend all scheduled tutoring sessions. There are no make-up sessions for missed appointments.
- Students must call the Tutorial/Learning Center if they are unable to attend a session. Call 341-4171 for Middletown appointments or 341-9504 for Newburgh appointments.
- One absence without advance notice may result in immediate removal from a tutor’s schedule.
- **If a student is absent three times, scheduled tutoring sessions will be revoked.** All absences are documented and include reason for absence and whether or not the student called the receptionist to inform the tutor.

I have read and I accept the Student Requirements and Attendance Policy.

Student signature ___________________________________________ Date: ______________

OFFICE USE: I P G
Tutor __________________ Start date __________________
Tutor notified: in person ______ phone ______ voice mail ______ email
Student notified: in person ______ phone ______ voice mail ______ email