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**Middletown** Newburgh

**Tutorial Center – Library 2nd Floor** Tutorial Center – Kaplan 220

**Math Tutorial Lab – Harriman Hall 309** Math tutorial Lab-Kaplan 229

**Reading Center-BioTech 362 and 364** Reading Center-Kaplan 223

**Writing Center-BioTech 360** Writing Center-Kaplan 225

**Bat Cavern for Biology & Health Sci. – RCSE 306** Bat Cavern II-Kaplan 230

**Online Tutoring is available 24/7 via NetTutor.**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ID# **A**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Land phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ College e-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Request a tutor for:**

|  |  |  |
| --- | --- | --- |
| Course Name | Course # | Instructor |
|  |  |  |
|  |  |  |

**STUDENT AVAILABILITY:** Tutoring is scheduled once a week 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.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Monday | Tuesday | Wednesday | Thursday | Friday |  |
| 8-9:00 |  |  |  |  |  | 8-9:00 |
| 9-10:00 |  |  |  |  |  | 9-10:00 |
| 10-11:00 |  |  |  |  |  | 10-11:00 |
| 11-12:00 |  |  |  |  |  | 11-12:00 |
| 12-1:00 |  |  |  |  |  | 12-1:00 |
| 1-2:00 |  |  |  |  |  | 1-2:00 |
| 2-3:00 |  |  |  |  |  | 2-3:00 |
| 3-4:00 |  |  |  |  |  | 3-4:00 |
| 4-5:00 |  |  |  |  |  | 4-5:00 |
| 5-6:00 |  |  |  |  |  | 5-6:00 |
| 6-7:00 |  |  |  |  |  | 6-7:00 |

Students are paired with one other student from the course section. In some instances, students may be assigned to a 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 or email the Tutorial Center if they are unable to attend a session. For Middletown, call 341-4171 or email tutorialcenter@sunyorange.edu or call 341-9504 for Newburgh appointments.
* **24** **HOURS NOTICE IS EXPECTED FOR CANCELLATIONS.**
* Three absences will result in tutoring services being revoked. All absences are documented, including reason for absence and whether or not the student called the receptionist to inform the tutor.
* We will make every effort to find a tutor for your course. However, we cannot guarantee we will be able to find a tutor for every course.

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

Student signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**OFFICE USE:**

Tutor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Start date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Drop date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tutor notified: \_\_ in person \_\_ phone \_\_ voice mail \_\_ email \_\_ txt \_\_ confirmed Reason

Student notified: \_\_ in person \_\_ phone \_\_ voice mail \_\_ email \_\_ txt \_\_ confirmed