



TUTORING APPLICATION

Name _____ Date _____
(First Name/Given Name) (Last/Family/Surname) (Month/Day/Year)

Street Address _____ Apt. # _____ ID # _____
(Campus residents: list mailbox number only)

City _____ State _____ Zip _____

Telephone Number (Cell) _____ Telephone Number (Home) _____

Major _____ E-mail Address _____

Have you been tutored here before? No Yes If yes, when? Spring _____ Fall _____
(Year) (Year)

Are you an FDU athlete? No Yes

Were you referred to the ARC for tutoring (if yes, by whom?) No Yes _____
(Referral Name or Department)

Note: 1-on-1 tutoring may be available for certain subjects only. Group tutoring (2 to 4 students) may be the only option for certain subjects.

Needed Support & Resources (check all that apply):

- | | |
|---|---|
| 1. _____ Review course content and/or class materials | 6. _____ Brainstorm/outline a writing or research project |
| 2. _____ Practice homework problems | 7. _____ Set academic goals |
| 3. _____ Work on grammar or writing issues | 8. _____ Improve my study skills |
| 4. _____ Prioritize my assignments | 9. _____ Become more confident in my academic abilities |
| 5. _____ Manage my time more effectively | 10. _____ Other (please specify): _____ |

1. Course you want help with: _____
(Course Name) (Catalog#, e.g. BIOL 2479)

Professor's Name _____

DEPARTMENTAL USE ONLY:		
_____	_____	_____
(Tutor)	(Meeting Day & Time)	(Room Number & Start Date)

2. Course you want help with: _____
(Course Name) (Catalog#, e.g. BIOL 2479)

Professor's Name _____

DEPARTMENTAL USE ONLY:		
_____	_____	_____
(Tutor)	(Meeting Day & Time)	(Room Number & Start Date)

3. Course you want help with: _____
(Course Name) (Catalog#, e.g. BIOL 2479)

Professor's Name _____

DEPARTMENTAL USE ONLY:		
_____	_____	_____
(Tutor)	(Meeting Day & Time)	(Room Number & Start Date)

IMPORTANT! PLEASE READ AND SIGN THE REVERSE SIDE OF THIS APPLICATION



TUTORING POLICIES

I understand that the purpose of tutoring is to establish conditions which will help me succeed in my studies. Since I am seeking tutoring, I agree to the following:

1. Unless otherwise indicated, tutoring appointments for each course will be scheduled for one hour on a weekly, recurring basis.
2. I am required to attend all tutoring sessions, except if notified of a tutor's absence.
3. I will always come with a copy of the course syllabus, notes from class meetings, and my text book.
4. I may not request an excused absence in advance by telephoning my tutor or the ARC staff. For instance, if I fear I have "nothing" to work on that week, the time will still be used well by meeting with my tutor and reviewing the course material.
5. Please call the main office (201) 692-2076 if you wish to cancel your tutoring appointment(s) for the semester.
6. If I have a valid, documented absence excuse (academic, athletic or medical) I may present it to the Director after I have received an absence notice. Only valid, documented excuses will be considered.
7. When I have **three (3) absences** for a course, **my tutoring appointment will be canceled** for that course for the remainder of the semester.
8. Copies of my tutoring updates &/or absence forms are sent to my professor(s).
9. While the Academic Resource Center will try to accommodate my schedule, desired tutoring times, and tutor preferences, all tutoring appointments must meet the scheduled availability of the tutor.
10. Appointment times and assignments are subject to change at any time. I will be notified if such a change is necessary.

I understand and agree to follow the Tutoring Policies above:

Signature

Date

DEPARTMENTAL USE ONLY																											
COURSE 1									COURSE 2									COURSE 3									
MTG#:	DATE	P	A	S	E	B	T		MTG#:	DATE	P	A	S	E	B	T		MTG#:	DATE	P	A	S	E	B	T		
1									1									1									
2									2									2									
3									3									3									
4									4									4									
5									5									5									
6									6									6									
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11									11									11									
12									12									12									
13									13									13									
14									14									14									
15									15									15									

P = Present A = Absent S = Suspended E = Excused Absence B = Break T = Tutor Out

DEPARTMENTAL USE ONLY