

Please use ink only!

# STUDY GROUP REQUEST FORM

FRCC Tutoring Office, C1562

Student Success Center, 303-678-3900

Barbara Connors, Tutor Coordinator: [Barbara.Connors@frontrange.edu](mailto:Barbara.Connors@frontrange.edu)

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303-678-3781 or 303-678-3782

## STUDENT SECTION

Contact Name: (Student 1.) \_\_\_\_\_

Student ID # \_\_\_\_\_

Phone: \_\_\_\_\_

FRCC email: \_\_\_\_\_@student.cccs.edu

Course/Instructor \_\_\_\_\_

Study group tutoring is available Mon.-Fri. at 9, 10, 1, and 2. (If these times do not work, other times may be available). Groups must have a minimum of 3 students and a maximum of 5.

Best day and time for your group: \_\_\_\_\_

Names of other student group members:

2. \_\_\_\_\_ / \_\_\_\_\_@student.cccs.edu

S # \_\_\_\_\_ / Phone \_\_\_\_\_

3. \_\_\_\_\_ / \_\_\_\_\_@student.cccs.edu

S # \_\_\_\_\_ / Phone \_\_\_\_\_

4. \_\_\_\_\_ / \_\_\_\_\_@student.cccs.edu

S # \_\_\_\_\_ / Phone \_\_\_\_\_

5. \_\_\_\_\_ / \_\_\_\_\_@student.cccs.edu

S # \_\_\_\_\_ / Phone \_\_\_\_\_

## FOR TUTORING OFFICE:

Tutor: \_\_\_\_\_ Day: \_\_\_\_\_ Time: \_\_\_\_\_ Start Date: \_\_\_\_\_

New Tutor: \_\_\_\_\_ New Day: \_\_\_\_\_ New Time: \_\_\_\_\_ New Start Date: \_\_\_\_\_

1<sup>st</sup> Notification: \_\_\_\_\_ Change Notification: \_\_\_\_\_

## HOW TO SCHEDULE A TUTOR

1. Students should fill out the study group tutoring request form *completely and accurately*. Without complete information, the tutoring office cannot place a tutor with a study group. This information includes an S number, Front Range student email address, a phone number, and the student's signature.
2. Once students have completed a Study Group Request Form, one member of the group brings it to the office for scheduling.
3. Scheduling will be followed by an email confirmation to the students' **FRCC email addresses**. All the students in the group have to confirm the time and day before the group can start.

## INFORMATION FOR STUDENTS REQUESTING STUDY GROUP TUTORING

- Students who are enrolled in a credit class at the Boulder County Campus of FRCC can form a study group of 3-5 students for one hour of free weekly group tutoring. There is no grade requirement to join a study group.
- All tutoring takes place on the Boulder County campus. Students who wish to have additional study group session without a tutor have the option to meet off-campus, if they wish.
- Students are expected to attend every study group session. If the number of students who attend regularly drops below three, then the group will be disbanded.
- Tutors do not do homework for students. They are facilitators of student learning. Students should be prepared with goals and questions for each tutoring session.
- The 12th week of the fall or spring semester or the 8<sup>th</sup> week of the summer session is the last time students can form a study group with a tutor.
- Students must sign in at the computers by the main desk of the Student Success Center before every study group tutoring session.