

Please use ink only!

# TUTOR REQUEST FORM

FRCC-BCC Tutoring Office, C1562  
Student Success Center, 303-678-3900

Heather Frost, Tutor/SI Coordinator: Heather.Frost@frontrange.edu  
Barbara Connors, Tutor Coordinator Emeritus: Barbara.Connors@frontrange.edu  
303-678-3781 or 303-678-3782

## STUDENT SECTION

**INSTRUCTIONS ARE ON THE BACK OF THIS FORM**

Name: \_\_\_\_\_ ID # S \_\_\_\_\_

Primary Phone: \_\_\_\_\_ → May we leave confidential voice messages? Y / N

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

The class you need tutoring in (ex: 

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 Is this an online class? Y / N

Instructors Name (REQUIRED): \_\_\_\_\_ Tutor preference? \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## INSTRUCTOR SECTION

*Students must be receiving a 79% or less to be eligible for tutoring services, or has previously failed the class. Students must obtain the instructor's signature before scheduling a tutor.*

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor's Phone: \_\_\_\_\_ email: \_\_\_\_\_ @frontrange.edu  
(Please print clearly)

## Disability Support Services

Students currently enrolled with **Disabilities Support Services** are eligible to have two sessions of tutoring per week with a signature from the Disabilities Support Counselor.

Disabilities Support Counselor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## TUTOR STAFF SECTION

Perkins:  No  Yes: Degree/Certificate: \_\_\_\_\_

## OFFICE USE

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

(Circle) CHANGES / ADD SESSION:

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

1<sup>st</sup> Notification: \_\_\_\_\_ Change Notification: \_\_\_\_\_ DSS/CTE student declines add'l hrs. \_\_\_\_\_

Notes:

DROPS: \_\_\_ SARS \_\_\_ Email \_\_\_ Excel Date: \_\_\_\_\_ Reason: \_\_\_\_\_

## HOW TO SCHEDULE A TUTOR

1. Students should fill out the tutor request form *completely and accurately*. Without complete information, the tutoring office cannot place a student with a tutor. This information includes an S number, the student's phone number, course number, the instructor's name, the student's signature, and the instructor's signature to verify that the student is receiving a 79% or less in the course.
2. Once students have completed a Tutor Request Form, they submit it to the Front Desk of the Student Success Center or take it directly to the Tutoring Office. Students who are repeating a course that they have previously failed may apply for tutoring without a signature.
3. Students who receive Disability Services may have their forms signed by the Disability Service Coordinator in place of instructor signature.
4. Students who cannot be on campus when a tutoring scheduler is available should drop off the completed form at the main desk in the Student Success Center and call the office to schedule tutoring sessions: 303-678-3782 (Tutor/SI Coordinator), 303-678-3781 (Tutor Coordinator Emeritus) or 303-678-3900 (Student Success Center Main Desk).

## INFORMATION FOR STUDENTS REQUESTING TUTORING

1. Students who are enrolled in a credit class at the Boulder County Campus of FRCC or an online class are eligible for one hour of free weekly individual tutoring in two subjects. Students who are eligible for academic accommodation and students enrolled in a required course for a CTE program may have two hours of tutoring per week in two subjects.
2. Students must visit or call the Student Success Center to set up a tutoring schedule. Scheduling will be followed by an email confirmation to the student's **FRCC email address** in eWolf.
3. Students must sign in at the computers by the main desk of the Student Success Center before every tutoring session.
4. The Tutoring Office does not provide tutors' personal phone numbers. Students have to request that information from the tutor at the first tutoring session.
5. All tutoring takes place on the Boulder County campus.
6. Students who miss or cancel two tutoring appointments without rescheduling will be dropped from tutoring for the rest of the semester.
7. 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. If students come to sessions unprepared, they risk being dropped from tutoring.
8. The 12th week of the fall or spring semester and the 8<sup>th</sup> week of the summer session is the last time students can request a tutor.