



Tutoring Enrollment Form

PERMANENT/ONE-TIME APPOINTMENT/WALK-IN APPOINTMENT

A **permanent** appointment is a regular appointment with the same tutor at the same time each week. Anytime you feel comfortable on your own, simply inform us, and we will cancel your remaining appointments. You may make a **one-time appointment or a walk-in appointment as needed provided a tutor is available.**

RESTRICTIONS

If you are unable to attend a tutoring session, please notify the Academic Assistance Center **staff, not the tutor**, as soon as possible. Calling and canceling will preserve your appointment unless cancellations become excessive (3 or more). In addition, this will enable another student to have a one-time or a walk-in appointment. If you fail to keep your current appointment or cancel it, your appointment will be deleted automatically.

LIMITATIONS

Most tutoring is scheduled in small group sessions. Students who are grouped will have the same teacher, as well as, be in the same course.

RESPONSIBILITIES OF STUDENTS

Please be on time for your appointment.

You must have attempted your class assignment before the tutoring appointment. The tutor is to assist and provide support, "not to do the student's work or substitute for the course instructor." The CRLA regulations state that a tutor cannot introduce new work.

We want to equip you to be able to be your own tutor in the future.

ITEMS TO BRING:

Syllabus, notes, textbooks, attempted assignment

I understand and agree to the conditions involved in participating in Jackson State's FREE tutoring program.

NAME (print): _____ Date: _____

Your Ethnicity: _____ Gender: _____

Jackson State email address (print): _____

Street Address: _____ City: _____ State: _____ Zip: _____

Cell or Home Phone Number: _____ J#: _____

Class for which you need tutoring and teacher: _____

May we tell your instructor(s) that you came for tutoring? _____ Yes _____ No

*Times at which you are available for tutoring: _____