Personal Tutoring Request Form

Student Name ______________________________ Student ID# ________________________________

Email ________________________________@dragons.hutchcc.edu Phone (____) ____________________________

How do you prefer to be contacted?  ❑ Email  ❑ Phone call

In which HCC class(es) do you need help? ________________________________________________

If you need help with math or writing, please try the walk-in labs before you request personal tutoring.
Please note that you must be currently enrolled in a class to receive personal tutoring in that subject.

What are you struggling with in the class(es)? ________________________________________________

Have you had a tutor before or used the math lab? How was your experience?

___________________________________________ ______________________________

How long do you need tutoring? regularly all semester as-needed short-term

How much time are you willing to commit to tutoring? ½ 1 2 hours per week (total/per subject)

Would you prefer to receive tutoring online through Zoom?  ❑ Yes  ❑ No

If coming in person is hard, Zoom provides an online video/audio conference with screen sharing, chat, etc.

Is there anything that the tutor needs to know that would help you learn better?

________________________________________________________

Are you working?  ❑ Yes  ❑ No If so, how many hours? ________________________________

When might tutoring fit your schedule? Please note specific days and time ranges, with am/pm.

Rimmer is open Sun 1 pm – 1 am, Mon-Thurs 8 am – 1 am, Fri 8 am – 5 pm

Tutors for your subject may not be available at all times, so please offer multiple availabilities.

________________________________________________________

By signing this, I agree to attend my appointments as set—or as I arrange later.
If I cannot attend, I will contact my tutor in advance at (620) 665-3449. If I miss two sessions without calling in, I will meet with the head of tutoring services or lose tutoring services.

Student Signature ________________________________ Date ________________________________

When complete, return this form to the front desk in Rimmer, or email it to tutors@hutchcc.edu.
Tutoring will begin only after you and the tutor both confirm the times and start date.

OFFICE USE ONLY:
❑ Tutor(s) contacted ______________________________ ❑ Student contacted ______________________________
❑ Tutor(s) confirmed ______________________________ ❑ Student confirmed ______________________________
Date to start: ______________________________ Tutor name(s): ______________________________
Finalized Schedule: ______________________________