



Tutoring Resource Center
2nd Floor Haas Library (Midtown)
203.837.9245 / trc@wcsu.edu

Request for Tutor ~ Special Appointment

Please help us to better understand your academic support needs by completing **ALL** sections of this form.

Note: Special Appointment requests must be submitted prior to the course withdrawal deadline for the term. The Tutoring Resource Center will strive to fulfill reasonable requests submitted by this deadline. However, submitting a request does not guarantee that a tutor will be available. In these cases, the TRC will work to connect you with a tutor of a related subject or course and/or other help resources on campus to the best of its abilities.

Semester: _____

Name: _____ WCSU ID#: _____

Phone: _____ Email: _____@wcsu.edu

Instructions: Please list below the courses for which you are requesting tutoring support including the specific challenges you are expecting (ex: remembering key concepts, understanding class readings, solving formulas etc.). Please only list courses for which tutoring is **NOT** currently offered!

Course & section # (Ex. BIO 100-71)	Professor's name:	Expected challenges in the course:
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please share any additional information you feel may assist us in connecting you with a tutor:

I would like a professor/advisor/program director/coach to be notified of this request _____ **Yes** _____ **No**

If yes, please list name: _____ email: _____@wcsu.edu

I, _____ (print name) hereby release the Tutoring Resource Center to provide information to the staff and faculty at WCSU that have a need and a right to know about my academic progress/performance.

Student Signature

Date

CONTINUED ON BACK

Place an "X" in ALL time slots you are AVAILABLE to receive tutoring. Selected time slots will be considered as potential times for tutoring.

** Tutoring sessions are generally 1 to 2 hours in length **

HOUR	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SUNDAY
9:00 am						
9:30 am						
10:00 am						
10:30 am						
11:00 am						
11:30 am						
12:00 pm						
12:30 pm						
1:00 pm						
1:30 pm						
2:00 pm						
2:30 pm						
3:00 pm						
3:30 pm						
4:00 pm						
4:30 pm						
5:00 pm						
5:30 pm						
6:00 pm						
6:30 pm						
7:00 pm						
7:30 pm						
8:00 pm						
8:30 pm						

Please return completed form to the Tutoring Resource Center Coordinator (Haas 206)
OR send as an email attachment to trc@wcsu.edu

Additional notes or request for accommodations (to be completed by TRC Staff):

Tutor Assigned: _____

Date of first session: _____