TUTOR REQUEST FORM

• Collin students: please complete this form and return it to the Tutoring Services Office:
  CPC room D117
  PRC room F109, and
  SCC room D140

• The completed form may be faxed to 972-881-5896

• To confirm receipt of faxed form, call 972-881-5898

• If you are not a Collin student and would like the private tutor list, please complete this form and return it to the Tutoring Services Office (see room numbers and fax number above.)

• Anyone requesting tutoring services will be emailed the private tutor list

• Completing this form does not guarantee the availability of tutoring services.

Collin students only: complete the remainder of the form.

LIST ONE COURSE
SUBJECT ONLY!
Example: PSYC 2301

GROUP or ONLINE
Collin students: circle one of the above choices.
You will also receive the private tutor list!

Are you a DARS (Dept. of Assistive and Rehabilitative Services) client?
Circle one of the choices below
YES  NO

Are you seeing an ACCESS (disability) Advisor?
Circle one of the choices below
YES  NO

You will be notified by email with the tutoring details.
Tutor requests are processed within 48 – 72 business hours, often times sooner. Please give the office additional processing time during the first two weeks of each semester

DATE

LAST NAME  FIRST  MIDDLE

COLLEGE WIDE I.D. (CWID) This number is 9 (nine) digits
(If you are not a student at Collin, you will not have a CWID)

EMAIL Note: if you do not include your email address, the tutoring information will be emailed to your CougarMail. If you are not a Collin student and want the private tutor list, please include your email address. (Non-students: please include your email address.)

HOME PHONE  CELL (MOBILE) PHONE

MAILING ADDRESS (Include apartment number, please!)

CITY  STATE  ZIPCODE

Check one:
☐ Yes, I am a Collin College student (Note: all Collin College students are given the private tutor list, whether or not it is requested)
☐ I am not a Collin College student and I want the private tutor list

COLLIN STUDENTS: PLEASE READ AND SIGN THE AGREEMENT ON THE BACK OF THIS APPLICATION!
Collin College
Tutoring Services
STUDENT AGREEMENT FOR TUTORING

Collin students: Please read and sign below. If you have questions, please contact the ACCESS Tutoring Services Office. (If you are not a Collin student, you are not required to read and sign this agreement.)

If you are not a Collin student, you are not required to read and sign this agreement.

✓ Collin students are assigned to group tutoring sessions or online tutoring free of charge. If group tutoring and online tutoring is not available, you may refer to the private tutor list. Be aware that students are responsible for paying for private tutoring sessions.

✓ You may “drop-in” the group tutoring sessions. No appointment is required.

✓ You are encouraged to take advantage of the Math, Writing, Computer labs, as well as the Science Den. These labs are also free of charge.

<table>
<thead>
<tr>
<th>Lab</th>
<th>CPC</th>
<th>PRC</th>
<th>SCC</th>
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<tbody>
<tr>
<td>Math Lab</td>
<td>C220</td>
<td>D141</td>
<td>D203</td>
</tr>
<tr>
<td>Writing Center</td>
<td>A104</td>
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<td>D203</td>
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<tr>
<td>Computer Lab</td>
<td>C113</td>
<td>H120</td>
<td>J119</td>
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<tr>
<td>Science Den</td>
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<td>D202</td>
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</tbody>
</table>

✓ The ACCESS tutoring program tries to provide qualified and interested individuals to work as tutors, but students are fully and ultimately responsible for their own academic performance.

✓ Tutors are not proof reading services! Please do not ask your tutor to do any of your homework or other course assignments.

✓ Tutoring cannot replace regular class attendance. Do not expect tutoring to make up for missed class sessions.

✓ It is an expectation for you to evaluate the tutoring and tutoring program once a semester. You will be provided with an evaluation at the end of the semester. This feedback is essential to the evaluation of the tutoring program.

✓ If you have any questions or concerns about your group tutor or the tutoring program, please contact the ACCESS Office at 972.881.5898 or 972.881.5128.

I understand that the ACCESS tutoring program tries to provide qualified and interested individuals to work as tutors, but I recognize that I am fully and ultimately responsible for my own academic performance.

(If you are not a Collin student, you are not required to read and sign this agreement.)

____________________________________________ __________________________________
Student’s Signature Date

With few exceptions, state law gives you the following rights regarding the information collected by Collin College about you: The right to request to be informed about the information, the right to receive and review the information and the right to correct information about you that is incorrect.