

# STUDENT CONTRACT FOR TUTORING

Name: \_\_\_\_\_  
(print)

Objectives of GCC's Tutoring Services are that students will demonstrate progress toward:

1. increased understanding of the content matter in the course being tutored
2. increased knowledge and use of effective classroom learning strategies
3. increased independence as learners.

Peer tutors are provided based upon availability of qualified students. Tutoring Services cannot be held responsible if, after an adequate search, no qualified tutor is available. In order for your tutor to serve you and other students, the following procedures are required:

1. Tutoring sessions are scheduled for one hour on the same day at the same time each week. Students are expected to stay for the entire length of time scheduled for the session.
2. Students are expected to come to the session prepared to ask specific questions about subject matter. Attendance is expected whether or not homework is assigned. If students have just taken a test, review subject matter that was difficult on the test.
3. Students are expected to attend all scheduled tutoring sessions. To have an excused absence, students must notify the Tutoring Coordinator (903-463-8751) at least 24 hours in advance; failure to notify is an unexcused absence.
4. Punctuality is expected for both students and their tutors. Both are asked to wait for only 15 minutes for the other to arrive.
5. Students are responsible for doing homework before coming to the tutoring session. Tutoring is intended to supplement classroom instruction.
6. Students should bring all books, notes, and other related materials to tutoring sessions.
7. All sessions are held in the SC unless resources in another campus facility are required. Moving sessions to another site must be approved by the Tutoring Coordinator.

*I understand my responsibilities for use of Tutoring Services and agree to comply with the above procedures. I understand that tutoring privileges for the semester may be lost, when notice of absence is not given.*

STUDENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
Staff Initials \_\_\_\_\_

Put the following phone number in your phone: 903-463-8751  
Email messages to [hodgej@grayson.edu](mailto:hodgej@grayson.edu)

For Office Use:

Name of Tutor: \_\_\_\_\_ Date Assigned \_\_\_\_\_  
Tutoring Schedule: Day \_\_\_\_\_ Time: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

(over)

*SUCCESS CENTER TUTOR REQUEST FORM – Fall & Spring*

Name \_\_\_\_\_ SS# \_\_\_\_\_ Date \_\_\_\_\_

Course To Be Tutored \_\_\_\_\_ Course # \_\_\_\_\_ Instructor \_\_\_\_\_ Major \_\_\_\_\_

Course To Be Tutored \_\_\_\_\_ Course # \_\_\_\_\_ Instructor \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

What are the two best ways to contact you? Please print clearly.

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Cell phone : Voice/Text messages / Home phone / Other phone

\_\_\_\_\_

Current email address \_\_\_\_\_

- Write “F” (free) in all time slots available for tutorial assistance. *Note: The more available time slots, the easier it will be to match your time with a tutor’s time.*
- *If your class lets out at 15 minutes after the hour, you are not free during that hour. Example: If your class is over at 9:15, you are free at 10 at the earliest.*
- To confirm tutoring, check the tutor assignment board in the Tutoring Room (SC116) or contact Jeffri Hodge, Coordinator of Tutoring & Disability Services, 903-463-8751.

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8 – 9					
9 – 10					
10 – 11					
11 – 12					
12 – 1					
1 – 2					
2 – 3					
3 – 4					XXXXXXXXXXXX
4 – 5		XXXXXXXXXXXX			XXXXXXXXXXXX
5 – 6		XXXXXXXXXXXX			XXXXXXXXXXXX
6 – 7		XXXXXXXXXXXX			XXXXXXXXXXXX
7 – 8		XXXXXXXXXXXX			XXXXXXXXXXXX

I give my permission for notifying my instructor of tutoring in this course. yes \_\_\_\_\_ no \_\_\_\_\_

\_\_\_\_\_  
Student Signature \_\_\_\_\_  
Staff Initials

**For Office Use:**

Name of Tutor: \_\_\_\_\_ Date Assigned \_\_\_\_\_

Tutoring Schedule: Day \_\_\_\_\_ Time: \_\_\_\_\_