

**URSULINE CENTER FOR TEACHING AND LEARNING
THE LEARNING CENTER
ONLINE TUTORING SERVICES REQUEST FORM**

Student Name: _____

Reachable Phone #: _____

Tutoring requested for (course): _____

Brescia E-mail: _____

Course Schedule: (Course #, Day/Time, Instructor)

Course #	Day/Time	Instructor

BEST TIMES AVAILABLE FOR TUTORING: Tutors are available from 9am – 9pm, Monday-Thursday; Friday 9am – 4pm, and Sunday 6 – 9pm. All times are in the central time zone. Please include day and time on each line. Please adapt your choices to reflect the central time zone.

For TLC TUTOR USE ONLY

Semester/Year:

Your tutor will be: _____ . Your tutoring session for _____ will take place .

_____ : every week. Please meet your tutor in the Adobe Connect chat room (the link will be provided to you by the Tutoring Services Coordinator after you complete the registration). Do not miss the scheduled tutoring sessions!

ATTENTION STUDENTS:

If you cannot be present for a tutoring session, you are expected to contact the Tutoring Services Coordinator at **270-686-9573** and leave a message. Office hours are Monday – Friday from 8:00am – 4:30pm. You may also email the Tutoring Services Coordinator at sharonk@brescia.edu.

Also, understand that any tutoring session will be discontinued if you miss **three (3)** sessions. Your instructor will be informed of each absence.

I understand the above and am willing to comply with the Ursuline Center for Teaching and Learning policies.

Student Signature: _____

X

Date: _____