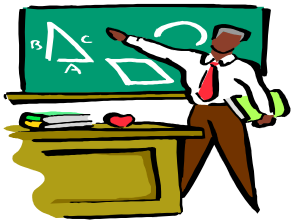
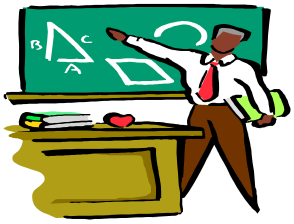


TUTEE APPLICATION

TUTORIAL PROGRAM

Minority Student Affairs and Black Cultural Center

University of Tennessee



Semester: _____ **Date of Request**_____

NOTE: PLEASE PRINT CLEARLY AND READ EACH SECTION CAREFULLY BEFORE SIGNING THIS DOCUMENT

PERSONAL INFORMATION

Name:	**Major:**
Address:	**UT E-Mail Address:** _____@utk.edu
Apt. /Box #:	**College: (Ex: Business or Arts & Sciences)**
City: **State:** **Zip:**	**Tutor Request: Please print the name of the tutor.** _____
Cell: **Campus/Local Phone:**	**Classification:** ☐Freshman ☐Sophomore ☐Junior ☐Senior **Gender:** ☐ Male ☐ Female
Student I.D. (located on your Student ID card)	**Ethnicity:** ☐African American ☐Asian American ☐Caucasian ☐Latin American ☐Native American ☐Pacific Islander ☐International Student ☐Other _____

Request for a Tutor in the following class: Print neatly and no abbreviations please.

Course Name	Course #	Class Meeting Time	Professor
Course Name	Course #	Class Meeting Time	Professor

TUTORIAL PROGRAM POLICIES

- **Students will be notified by e-mail as to the status of their tutoring assignment or request.**
- **Student may receive a maximum of 2 hours of tutorial assistance per week/per subject**
- **Students will be expected to be prepared for their scheduled tutoring sessions.**
- **Students are required to personally notify their tutor and this office of any absences and changes in the information provided in the Personal Information Section.**
- **Students should record and keep the name and telephone number of his/her tutor(s) for use throughout the semester.**
- **Students must attend all scheduled tutorial sessions; failure to do so will result in termination of tutorial assistance.**
- **All tutoring must take place in the Black Cultural Center.**
- **Students must complete midterm and final evaluations.**
- **Tutoring Office Hours Monday-Thursday 8:00am-8:00pm Friday 8:00am-5:00pm**

My signature indicates that I have provided Minority Student Affairs with accurate information and agree to abide by the policies as outlined in the Tutorial Program Polices Section. For more information call Minority Student Affairs at **(865) 974-6861 or visit our website at web.utk.edu/~omsa.**

Signature: _____ Date: _____

The portion is to be completed by the Academic Support Unit

Request(s): 1. _____ 2. _____ 3. _____

Tutor Assigned _____ Subject: _____ Date Assigned: _____

Tutor Assigned _____ Subject: _____ Date Assigned: _____

Tutor Assigned _____ Subject: _____ Date Assigned: _____

Tutor Assigned _____ Subject: _____ Date Assigned: _____

All questions and concerns can be emailed to asu@utk.edu.

Revised 01/05/2009