



URSINUS INSTITUTE
FOR STUDENT SUCCESS
Ursinus College

INDIVIDUAL TUTOR/HELP ROOM REQUEST FORM

The guidelines and procedures outlined below will allow you to make the most of your tutoring sessions.

Help Room Guidelines

- Tutoring in **HEP, Math/CS, and Physics courses** is offered in a help room format only. Updated schedules and room locations are listed online and can be emailed to you upon request. Help Rooms are a drop-in format, so no appointments are necessary and visits are unlimited.

Individual Tutoring Guidelines

- Individual tutoring is offered for up to **2** hours per week, per subject. You are **required** to meet with your tutor for a minimum of **30 minutes per week**. Failure to meet this minimum requirement will result in your removal from the program.
- **Appointments for individual tutoring must be made 24 hours ahead of time.** Use the online appointment scheduler to modify or cancel your appointment if you are unable to make your tutoring session.
- Students requesting an individual tutor for Biology 101 **must** also be simultaneously attending an SI session. Likewise, if you are requesting a tutor for Chemistry 105, 151, or 205, you **must** be attending a PASS session.
- It is strongly recommended that you use your professor's office hours for additional help and guidance.
- Remember that your tutor is also a student. Be respectful of his/her time and effort. Attempt homework assignments and formulate your questions ahead of time.
- If you miss two consecutive tutoring sessions, you will be required to meet with the Assistant Director of the Ursinus Center for Student Success before you can schedule another tutoring session.

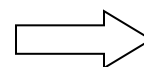
I hereby give permission to the staff of the Ursinus Institute for Student Success to provide peer tutors with my phone number and e-mail address. I understand that my Academic Adviser, professor, and coach will be notified that I am receiving tutoring services. I acknowledge and commit that it is my responsibility to abide by the tutoring contract and guidelines:

Student Signature: _____ Date: _____

Please contact the Ursinus Institute for Student Success if you have **any** concerns or questions about tutoring and/or your tutor.

Questions can be directed to:

Sherese Parker
Assistant Director
sparker@ursinus.edu
(610) 409-3088



Please complete a separate request for each course and print all information clearly.

NOTE: Tutors are assigned within 1-2 weeks of receiving your request.

Your Contact Information:

Today's Date: _____

UC ID#: _____

Name: _____
Last First Middle

UC Email Address: _____

Cell Phone: _____

Major: _____

Adviser: _____

Are you a student athlete? Yes ☐ No ☐ Team(s): _____

Class year: 2018 2019 2020 2021

Course Information (One course per sheet)

Semester: _____

Course Name & Course # (ex: Bio 101)

Professor

Primary reason(s) you are requesting help?

For Office Use Only

Date Received:	
Date tutor assigned:	
Tutor assigned:	Email Notification Sent: <input type="checkbox"/>
Help Room Recommendation:	Email Notification Sent: <input type="checkbox"/>

Ursinus Institute for Student Success

Myrin Library – Lower Level

610-409-3088

tutoring@ursinus.edu

Hours: Monday – Friday, 9 AM – 5 PM