

Academic Support & Tutoring Services

GRCC Library, 2nd Floor, Room 232

Office: (616) 234-4145 • Fax: (616) 234-4110 • Email: tutoring@grcc.edu

Office Hours:

Monday - Thursday 8:00 a.m. - 5:00 p.m.

Friday 8:00 a.m. - 4:00 p.m.

Student

Student ID #: _____ Date: _____ Semester: _____

Name: _____
(First) (Last) (Preferred Name and/or Pronoun (Optional))

Home #: _____ Mobile #: _____

GRCC Email: _____ @email.grcc.edu

Course Information

Course(s) to be tutored:

Instructor's Name:

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Signature

I have received a copy of the Student Responsibilities for Tutoring sheet and have read all ten sections thoroughly. I understand what is expected of me when a tutor has been assigned.

(Student's Initials)

As a courtesy to your instructor, we will be informing them that you will be receiving tutoring services.

(Student's Initials)

I give my permission to the Academic Support & Tutoring Services office staff to release information regarding courses I am currently enrolled in that I need tutoring services for as well as my contact information from this form, for the purpose of assigning tutoring appointments.

Student signature: _____ Date: _____

Office Use

Intake By: _____ Date: _____

Instructor Email Sent By: _____ Date: _____

Appointment Scheduled By: _____ Date: _____

Special Instructions

Please Read Carefully:

Please write the letters **FT** (Free Time) when you are available to be tutored and list your current semester class schedule and instructors. See the example in the last column.

| TIME | Monday | Tuesday | Wednesday | Thursday | Friday | EXAMPLE |
|------------------|--------|---------|-----------|----------|--------|-------------------------|
| 8:00 - 8:30 am | | | | | | ↑ FT ↓ |
| 8:30 - 9:00 | | | | | | |
| 9:00 - 9:30 | | | | | | |
| 9:30 - 10:00 | | | | | | ↑ MA 110 ↓ |
| 10:00 - 10:30 | | | | | | |
| 10:30 - 11:00 | | | | | | |
| 11:00 - 11:30 | | | | | | ↑ BI 205 ↓ |
| 11:30 - 12:00 pm | | | | | | |
| 12:00 - 12:30 | | | | | | |
| 12:30 - 1:00 | | | | | | |
| 1:00 - 1:30 | | | | | | |
| 1:30 - 2:00 | | | | | | |
| 2:00 - 2:30 | | | | | | ↑ FT ↓ |
| 2:30 - 3:00 | | | | | | |
| 3:00 - 3:30 | | | | | | |
| 3:30 - 4:00 | | | | | | ↑ WORK ↓ |
| 4:00 - 4:30 | | | | | | |
| 4:30 - 5:00 | | | | | | |
| 5:00 - 5:30 | | | | | | |
| 5:30 - 6:00 | | | | | | |
| 6:00 - 6:30 | | | | | | |
| 6:30 - 7:00 | | | | | | |
| 7:00 - 7:30 | | | | | | |
| 7:30 - 8:00 pm | | | | | | |