Tutoring Request Form
For Students Enrolled in Remedial Classes Only

Student Name: ___________________________  Phone #: ___________________________

Course/Professor: ___________________________

Course/Professor: ___________________________

Course/Professor: ___________________________

Please clearly indicate ALL times that you are AVAILABLE to be tutored

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TERMS & CONDITIONS
• Each tutoring session lasts for 45 minutes/1 time per week.
• If you are unable to attend a session notify us by calling 718-281-5771.
• After 2 missed sessions or regular lateness your sessions will be cancelled.
• A tutor will be assigned to you if this form is completely filled out and returned.

*Please Note: Saturday sessions are not available every semester.

I agree to these terms by signing below.

X
Signature of Student  Date

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SSD STAFF USE ONLY (please initial and date)

Course: ______________  Course: ______________  Course: ______________
Tutor Assigned: ______________  Tutor Assigned: ______________  Tutor Assigned: ______________
Day & Time: ______________  Day & Time: ______________  Day & Time: ______________
Requesting Tutoring
For Students Enrolled in Remedial Classes Only

The Services for Students with Disabilities Lab (SSD Lab Library room 115) provides a supportive environment for students who require accommodations for testing, studying, tutoring and for assistive technology.

The SSD Lab is available Monday through Thursday from 9am – 7pm and Friday from 9am – 4pm. Evening and Saturday schedules vary each semester.

Students are welcome to use the lab for studying and research, which do not require appointments. Individualized assistance such as tutoring for remedial courses and specialized assistive technology training must be arranged by scheduling an appointment.

Scheduling Tutoring Appointments

- Fill out a Request for Tutoring form and submit it to the SSD Lab, Library room 115.
- You will be contacted by phone within one week by the SSD lab staff to schedule an appointment to meet with you.
- It is extremely important that you keep your scheduled tutoring appointments. Failure to keep appointments may result in cancellation of tutoring appointments.