HFCC Learning Lab
Tutoring Referral and Appointment Form
Web: http://learnlab.hfcc.edu/tutor
Phone: 313-845-9643

Students must complete this form prior to being assigned a tutor.
(Additional forms are available at the Learning Lab or can be downloaded at http://learnlab.hfcc.edu/tutor)

In order to be able to serve the most students, Tutors are permitted to work no more than 30 minutes per student per day.

Student Name__________________________________________________Student ID#____________________(Must be 7 digits)

Email___________________________________________________________Phone___________________________

Are you a currently enrolled student? (Circle) Yes/No

Number of visits to see a tutor this term? ____________

(Be prepared to show a copy of your current class schedule.)

Days/Times you are available to see a tutor:

Tutors can only be scheduled for an appointment if one is available. Please check tutor availability at http://learnlab.hfcc.edu/tutor

Check the subject for which you would like tutoring (Choose only one)

☐ Arabic ☐ Biology ☐ Chemistry ☐ Chinese ☐ English ☐ Math ☐ Physics ☐ Spanish ☐ Other________

Course (e.g. ENG 093, MATH 110, CHM 131, etc.)_____________Instructor:________________

Tutors must abide by HFCC’s Academic Honesty policy and are not permitted to edit, proofread, correct, or complete a student’s class work. Students must do their own work. Tutors can only provide suggestions for improvement.

(Tutors are not permitted to evaluate entire papers or essays, nor can they read entire stories, articles, or chapters.)

What do you want to accomplish in your tutoring session? (Please check only one item.)

____ Help with understanding an assignment (You must bring the instructions for the assignment)

____ Help with brainstorming ideas/topics/thesis for an assignment

____ Help with organizing sentences in a paragraph, or with organizing paragraphs in an essay

____ Help with the correct format for quotations/paraphrase/citations

(The tutor is allowed only to model the correct format, but cannot edit your writing.)

____ Review grammar/punctuation/spelling (The tutor may only be able to address one or two patterns of errors.)

____ Help with understanding a Math problem or concept

____ Help with understanding a Science problem or concept in Biology, Chemistry, or Physics

____ Help with understanding a foreign language assignment (You must bring the instructions for the assignment)

(Circle the language) Arabic, Chinese, French, Italian, German, Spanish, or English for non-native speakers

____ Help with studying for a test or quiz

Tutor’s name__________________________________________________Appointment Date____________________Time_______AM/PM

Notes______________________________________________________________________________

This section is for Lab staff or tutor use only