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 may work no more than 30 minutes per student per day.

Student Name_________________________________ Student ID#________________ (Must be 7 digits)

Are you a currently enrolled student? (Circle) Yes/No
(Be prepared to show a copy of your current class schedule.)

If you are interested in making an appointment with a tutor, please use the online contact form at http://learnlab.hfcc.edu/contact
(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 ☐ French ☐ 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 understanding a Math problem or concept
___ Help with understanding a Science problem or concept in Biology, Chemistry, or Physics
___ Help with understanding a World Language assignment (You must bring the instructions for the assignment)
   (Circle the language) Arabic, Chinese, French, Italian, German, Spanish, or ESL (English for non-native speakers)
___ Help with studying for a test or quiz
___ Other (Please explain briefly)
   ______________________________________________________________________________________
   ______________________________________________________________________________________
   ______________________________________________________________________________________

Tutor’s name_________________________ Date____________ Start Time_________ AM/PM
End Time ___________ AM/PM

Notes__________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

This section is for Lab staff or tutor use only