

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						