



REQUEST FOR TUTORING

Please read the following information before signing below.

- Tutoring is available for a maximum of two hours per week.
- Drop-in tutoring is not available.
- A tutor will contact you by NVC email within three business days to set up a tutoring schedule, so be sure to check your NVC email regularly.
- Please reply to the tutor within two days to set up a tutoring schedule; otherwise, you may lose your preferred time slot as tutoring is scheduled on a first-come, first-served basis.
- You are responsible for communicating with the tutor if you are going to be late or if you will miss an appointment.
- After two unexcused appointments (no-shows), your time may become available for other students.
- Tutoring is not offered on Holidays or during Final Examinations.

Student Information

Year	Fall	Spring	Summer
Name			NVC ID
NVC Email			Phone

Preferred Meeting Type

In-Person	Online
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Course and Instructor

List the course or courses you are requesting tutoring in.

- ENGLISH – all courses

- MATH – MATH 83, 85, 91, 92, 95, and 232 – Tutoring for all other MATH courses is available through the Math Success Center.
- STUDY SKILLS – all courses other than English or Math

Course	Instructor
Course	Instructor

Availability

Indicate your daily availability by listing minimum hour-long blocks in the space provided. Our available hours are Monday through Thursday 9:00am to 5:00pm and Friday 9:00am to 12:00pm.

Monday

Tuesday

Wednesday

Thursday

Friday

Signature

Date