

James Sprunt Community College  
TRiO Student Support Services Program

# TUTEE PACKET

## NEED A TUTOR?

- Completely fill out each page in this Tutee Packet.
- Complete a TRIO Student Support Services application if you haven't already done so.
- Note: If you are a high school student taking college courses, you do not have to complete the TRIO SSS application.

## COURSE REFERRAL FORM:

- A referral form is needed for each class that you need a tutor for (*only one referral is attached to packet*).
- Other referral forms are available in the file pocket posted by the Tutor Coordinator's office (Strickland Building, Room 131).

## RETURNING FORMS:

- Turn in the completed packet to Pamela Morgan, Tutor Coordinator, Strickland Building, Room 131.

James Sprunt Community College  
**TRiO Student Support Services Program**

<b>REQUEST FOR TUTORING FORM</b>
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Student ID #: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_, North Carolina \_\_\_\_\_

**Phone Numbers:**

Home : \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

**E-mail Address:**

JSCC E-mail Address: \_\_\_\_\_@mail.jamessprunt.edu

Personal E-mail Address: \_\_\_\_\_@\_\_\_\_\_

List the course(s) in which you need a tutor for:

Course Name & #: \_\_\_\_\_ Section #: \_\_\_\_\_

Course Name & #: \_\_\_\_\_ Section #: \_\_\_\_\_

Course Name & #: \_\_\_\_\_ Section #: \_\_\_\_\_

<p><b>* LIST BELOW YOUR <span style="color: red;">COMPLETE</span> SCHEDULE OF CLASSES FOR THIS SEMESTER.</b>  <i>List all courses including internet courses.</i></p>
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COURSE #	SECTION #	DAY(S) OF CLASS	TIME(S) OF CLASS

**List all of the days and times that you are available for tutoring. If you have to leave campus by a certain time due to work or other reasons, please list those times too.**

\_\_\_\_\_

\_\_\_\_\_

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## TUTEE AGREEMENT FORM

Obligations of Tutee:

1. Attend sessions and be prepared to keep the tutor informed and up to date on all class assignments. Be prepared for all tutoring sessions including any work previously suggested by the tutor.
2. Be prepared to demonstrate to the tutor that you are fulfilling your class assignments to the best of your abilities.
3. **If you are unable to attend a tutoring session, you will notify the Tutor Coordinator at least 2 hours prior to the tutoring time.** Call the Tutor Coordinator at (910) 275-6391. If you are unable to reach anyone, leave a message and call the SSS/UB Program Assistant at (910) 275-6382.
4. You must complete all forms and provide all required information needed before you are assigned a tutor.
5. The tutor and tutee must sign the SSS Tutor Service Log before each session. (Please round off the time to every five (5) minutes.) **Tutoring cannot occur during a scheduled class time.**
6. **If you miss three scheduled tutoring sessions per course in a semester, your tutoring sessions will be terminated.** The tutor will not return for your tutoring session. A JSCC e-mail will be sent to the tutee to share their termination of tutoring for the semester. *(Emergencies will be dealt with in a case-by-case basis.)*
7. Notify the Tutor Coordinator and/or Project Director before classes are dropped. **Your tutor must be notified in order that they do not show up for tutoring and you have dropped your course(s).**
8. Designated areas for tutoring are located in the SSS tutoring rooms in the Strickland Building, unless **approved in advanced** by the Tutor Coordinator, TRIO SSS & UB Director or other SSS staff. If tutoring needs to be in another location, such as the JSCC library or labs, please see the Tutor Coordinator in advance. Tutoring in other locations without prior permission could result in the tutor not being paid for unapproved tutoring sessions.

### PERMISSION STATEMENT:

I hereby give permission to the tutors, readers and/or note-takers of James Sprunt Community College to view and use my phone number and class schedule in order to confirm tutoring schedules for the class(es) in which I have requested tutorial services.

**I have read the above statements and agree to Student Support Services' terms.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# TRIO SSS STUDENT REFERRAL FORM

Please complete this referral form and return to the TRiO Student Support Services Program at James Sprunt Community College.

DATE: \_\_\_\_\_ COURSE #: \_\_\_\_\_

STUDENT: \_\_\_\_\_ STUDENT ID #: \_\_\_\_\_

INSTRUCTOR'S SIGNATURE: \_\_\_\_\_

**CHECK ALL THAT APPLY:**

- \_\_\_\_\_ The student attends class regularly.
- \_\_\_\_\_ The student is on time for class.
- \_\_\_\_\_ The student submits homework, reports and/or projects on time.
- \_\_\_\_\_ The student participates in class.
- \_\_\_\_\_ The student demonstrates a positive attitude toward the course.
- \_\_\_\_\_ The student is a Duplin County high school student.

**THE STUDENT WOULD BENEFIT FROM THE FOLLOWING TYPES OF ASSISTANCE:**

- \_\_\_\_\_ FAFSA Assistance
- \_\_\_\_\_ Financial/Economic Literacy
- \_\_\_\_\_ Academic Advisement
- \_\_\_\_\_ Transfer Counseling (including admission application assistance)
- \_\_\_\_\_ Other: \_\_\_\_\_
- \_\_\_\_\_ Tutoring
- \_\_\_\_\_ Math Skills Advisement

**WHAT IS THE GRADE OF THE STUDENT AT THIS TIME?** \_\_\_\_\_

**PLEASE SHARE ANY ADDITIONAL INFORMATION OR COMMENTS THAT WOULD HELP THIS STUDENT IMPROVE IN THIS COURSE.**

\_\_\_\_\_  
\_\_\_\_\_

**OFFICE USE ONLY – DO NOT COMPLETE BELOW THIS LINE:**

\_\_\_\_\_ Student is not eligible for the TRiO Student Support Services Program.

This student has been referred to the following department and/or agency:

\_\_\_\_\_ JSCC Student Services – Counseling and Testing

\_\_\_\_\_ Other (example – Student Success Center) \_\_\_\_\_

\_\_\_\_\_  
SSS Staff Signature

\_\_\_\_\_  
Date