

## REQUEST FOR TUTORING

*Having trouble finding an available tutor? Let us help you. Fill out this tutor request form and submit to the ARC Front Desk. Give us 36 hours to locate a tutor. While we will try to accommodate your request, we cannot guarantee a subject tutor for all requests.*

*Please note: This is not a private tutor referral service. Tutoring is provided free of charge to UCR students. You may receive ARC tutoring for a course in which you are currently registered.*

Date: \_\_\_\_\_

Name: \_\_\_\_\_  
*Last*
*First*
*M.I.*

SID: \_\_\_\_\_ UCR Email: \_\_\_\_\_

**Phone Number (if this is how you would like to be contacted):** \_\_\_\_\_

I am requesting a tutor for the following course:

I am available on these dates/at these times:

I have requested this tutoring assistance because:

I have classmates who would attend a group tutoring session:     YES     NO

**Office Use Only**

Date Received: \_\_\_\_\_ Time Received: \_\_\_\_\_ Initials: \_\_\_\_\_

Steps	Date	Comments
Enter request into Accutrack		
Locate a tutor to fulfill the request		
Contact student to confirm appointment request (If needed)		
Schedule the appointment in Accutrack		
Tutor Assigned: Inform the student and the tutor of the scheduled appointment		
Tutor Not Assigned: Let the student know the status of their request		
Update information in Accutrack		