



Center for Academic Excellence University Tutorial Program

202 Roosevelt Hall
(516) 463-2000
UTP@hofstra.edu

Request for Tutor

The University Tutorial Program (UTP) works to assist students in all subjects to the best of its ability. To book an individual tutoring session, please utilize our online scheduling system, **Tutor Trac**, which is accessible in your **Hofstra Portal** in the “My Apps” folder. For group tutoring, please refer to our website (hofstra.edu/UTP) for course listings, walk-in hours, and locations. If you do not find the course for which you need tutoring, please fill out this form and return it to our office in **Room 202 Roosevelt Hall** or email it to UTP@hofstra.edu.

Name:		Hofstra ID number: 70 _ _ _ _ _	Date of Request:
Cell Phone Number:	Email Address: _____@pride.hofstra.edu		Class Standing: <input type="checkbox"/> First-year <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior
Major(s):			

Course(s) for which I am requesting a tutor:

Subject/Course #	Instructor	Reason for request

By signing below I acknowledge and agree to the following responsibilities:

- I will attend my scheduled tutoring sessions. If I cannot attend, I will contact my tutor or the UTP office to cancel my appointment *at least 48 hours in advance*.
- My failure to cancel or attend a scheduled session is considered a “No Show.” Three (3) “No Shows” will result in my dismissal from the UTP’s services for the remainder of the semester.
- I will attend all scheduled course meetings and complete my assignments. I understand that tutoring does not serve as a replacement for my course attendance or class participation.
- If I am no longer enrolled in a course, I will notify my tutor and the UTP office.

Student’s Signature

Date