

ACADEMIC CENTER FOR EXCELLENCE (ACE)

PLEASE CHECK ONE

TUTORING APPOINTMENT REQUEST

One Time Appointment
Weekly Appointment

Name: _____ **Home-Phone Number:** _____
Last 4 Digits of your Social Security #: _____ **Cell-Phone Number:** _____
Email Address: _____ **Work Phone** _____

Please indicate the kind of tutoring you need:

- CUNY Assessment-Reading CPE General reading skills
 CUNY Assessment-Writing General writing skills A specific course

If you are seeking tutoring for a specific course, please fill out the information below. Please specify the department in which the course is offered.

Course: _____ **Instructor:** _____
Section: _____

CHECK ALL DAYS AND TIMES YOU ARE AVAILABLE FOR TUTORING:

The more hours of availability you check, the more quickly you will receive an appointment.

The ACE is open for tutoring Monday - Thursday, 10-7, and Saturday, 10-2.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9 am – 10 am						
10 am – 11 am						
11 am – 12 pm						
12 pm – 1 pm						
1 pm – 2 pm						
2 pm – 3 pm						
3 pm – 4 pm						
4 pm – 5 pm						
5 pm – 6 pm						
6 pm – 7 pm						

Please respond to the questions below by placing a checkmark next to the most appropriate answer.

Who referred you to the ACE for tutoring?

- Self Friend Instructor Other

What is your current status?

- Freshman Junior Graduate Student Non-registered
 Sophomore Senior Transfer Student

Are you a SEEK student?

- Yes No

If you are requesting reading and/or writing assistance, please indicate the highest level of English Composition completed: _____

*When attending your tutoring session, please bring your assignments, textbook, syllabus, and any other relevant material.

* You may cancel an appointment once during the semester. *If you cancel an appointment more than once, you will be dropped from our schedule and your appointment will be given to someone else. If you fail to show up to a scheduled appointment without calling the ACE and speaking with someone or leaving a message with your full name and appointment time, your appointment will be dropped. If your appointment is dropped, you cannot schedule a weekly appointment for the remainder of the semester. You may, however, come in for tutoring on a drop-in basis.* To cancel, you must call us in advance at (718) 960-8175.

Sign: _____ **Date:** _____

Please fax this completed form to the ACE at 718-960-7831