

CLIENT REGISTRATION PACKET

Thank you for utilizing the Office of Student Services at
Miami University Middletown!

Please read this first instruction page carefully & **KEEP IT** for future reference.

Amy McDiffett, Learning Assistance Specialist
Student Services, Room 1 Johnston Hall
(513) 727-3334
mcdiffas@muohio.edu

IMPORTANT INFORMATION:

- Peer Tutors are committed to helping you in your courses. Therefore, it is YOUR responsibility to contact your tutor if you cannot make a scheduled appointment, if you withdraw from your class, or if no further tutoring is needed. Please do your best to keep your tutor(s) updated for the most efficient tutoring possible.
- **Email Account: YOU MUST CHECK YOUR MIAMI EMAIL ACCOUNT DAILY!** Messages from your tutor or Student Services will be transmitted via email unless otherwise noted, so PLEASE be sure that you check your Miami email regularly. Some appointments will be scheduled as soon as 48 hours after you turn in your Client Registration Packet so it is imperative that you look for these appointment notifications in your inbox.
- You are expected to be prepared for every tutoring session. It is not the responsibility of your tutor to teach you a subject. Your tutor should be seen as a guide to help you make sense of material. You should bring all necessary materials including books, notes, tests, etc. relevant to your course to your tutoring sessions.
- You are not allowed to bring children to tutoring sessions as this can be distracting for tutors and other students utilizing the lab facilities.
- A tutor or the Student Services staff will contact you as soon as a tutor match has been made. Thank you for your patience!

TUTOR REQUEST FORM

Please complete and return to Amy McDiffett in Rm. 1 Johnston Hall.

Name: _____ Date: _____
 Address: _____ City: _____ Zip: _____
 Phone (home): _____ Cell: _____ Work: _____
 Banner ID#: _____ Miami E-mail: _____
 Semester: Fall ___ Spring ___ 20___
 May we give your phone number(s) to your assigned tutor(s)? Yes ___ No ___

INFORMATION ABOUT YOUR TUTOR AND TUTORING SESSION TIMES WILL BE SENT TO YOUR MIAMI E-MAIL ACCOUNT. YOU MUST CHECK YOUR MIAMI E-MAIL ACCOUNT REGULARLY!!!

List the course that you wish to be tutored in:

COURSE (Name & Number)	INSTRUCTOR

Please indicate difficulties you are having in this course (BE SPECIFIC): _____

Please list all of the times that you are available to be tutored:

Monday:
Tuesday:
Wednesday:
Thursday:
Friday:

Please list your class and work schedule below (or attach to this application):

	CLASS SCHEDULE	WORK SCHEDULE
Monday:		
Tuesday:		
Wednesday:		
Thursday:		
Friday:		

Signing this form indicates you have read all the above information and agree to the policies of The Office of Student Services.

Client Signature: _____