

RMCC STUDENT SUPPORT SERVICES
TUTOR APPLICATION & DATA SHEET

DATE: _____ / _____ / _____ SEMESTER: Fall Spring Summer I Summer II

SSN: _____ - _____ - _____ NAME: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

HOME PHONE: (____) _____ - _____ BEST HOURS TO BE REACHED: _____

WORK PHONE: (____) _____ - _____ PLACE OF EMPLOYMENT: _____

E-MAIL ADDRESS: _____

SUBJECTS YOU CAN TUTOR	GRADE YOU RECEIVED	INSTRUCTOR'S NAME

HOURS YOU WILL BE AVAILABLE FOR TUTORING:
(Please check all available boxes.)

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
7 - 8 a.m.					
8 - 9					
9 - 10					
10 - 11					
11 - 12 noon					
12 - 1 p.m.					
1 - 2					
2 - 3					
3 - 4					
4 - 5					
5 - 6					

(PLEASE SEE REVERSE SIDE.)

SSS TUTORING PROGRAM APPLICATION PROCESS

1. Complete SSS application and data sheet.
2. Have the attached recommendation form filled out by the appropriate instructor. No one may begin tutoring before the recommendation is received by the Tutor Coordinator.
3. SSS verification of cumulative GPA of 2.50 or better and grade of "A" or "B" in the course you want to tutor.
4. Meet with the SSS Coordinator for an interview and initial orientation to the SSS program.
5. Meet with the Tutor Coordinator to complete administrative paperwork.
6. Sign Agreement for Services.
7. Sign one of the attached Tutor Contracts and keep the other for reference.

Signature _____ Date _____

NOTE: Your signature authorizes the SSS office to access your transcript file for verification of GPA.



AGREEMENT FOR SERVICES

Rich Mountain Community College hereby employs _____ for a term beginning _____, 20____, and ending _____, 20____, paying for these services the sum of \$ _____ per hour, whether the tutoring is conducted with one student or with a group of students. This employment shall be in accordance with, and subject to, the laws of the State of Arkansas; regulations which are issued under such laws by an authorized agency of the State of Arkansas; policies, directives, and other actions of the Board of Trustees of the college; and supervision and directions of the president of the college.

SSS Staff Member: _____ Date: ____ / ____ / ____

Tutor: _____ Date: ____ / ____ / ____

The SSS Program at RMCC is funded in total (100%) by federal grant funding from the U.S. Department of Education, with an annual budget of \$327,758. For questions and other information, please contact Lisa Rackley, Director of SSS at 479-394-7622, extension 1624.