

Tutor Application

Tutoring Services at the University Learning Center
DePaolo Hall 1056 • 910-962-7857 • ulc@uncw.edu • uncw.edu/ulc

Who we tutor . . .

The University Learning Center hires undergraduate and graduate students to tutor University Studies courses. All tutoring occurs in University Learning Center located in DePaolo Hall. **To become a tutor you must complete both sides of this application and return it to the address shown above with an unofficial copy of your transcript.** If your skills are needed, you will be contacted for an interview.

Minimum qualifications

- Upper-class student (sophomore, junior, senior or graduate student)
- 3.0 cumulative GPA or higher from UNCW
- Successful completion of the courses you wish to tutor, with a grade of A or B
- International students must have or be willing to obtain a Social Security number for employment purposes.

General Information

Name			UNCW ID # <i>(e.g. 850123456)</i>	
Local Mailing Address	<i>Street</i>		<i>City</i>	<i>State</i> <i>ZIP</i>
UNCW e-mail			Cell Phone	
Are you related by blood or marriage to any person now working for UNCW?	<input type="checkbox"/> Yes → <input type="checkbox"/> No	If Yes, list their name, relationship to you and their department.		
Are you currently or have you ever been employed by another UNCW Department?	<input type="checkbox"/> Yes → <input type="checkbox"/> No	If Yes, which department?		
Are you on or have you been on disciplinary probation, conduct suspension, or found responsible of an honor code violation at this or any other university?	<input type="checkbox"/> Yes → <input type="checkbox"/> No	If Yes, please attach an explanation.		
What class are you?	<input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior <input type="checkbox"/> Graduate <input type="checkbox"/> Special Undergrad or Non-Degree Seeking			
What is your major?		Your minor?		When do you expect to graduate?
How did you hear about the ULC?				
If you receive a Federal Work Study award and want to use it for this position, please tell us the amount of your award: <i>Having a Work Study award is NOT a condition of employment.</i>				\$

Which course(s) are you interested in tutoring?

Please list any courses in which you have earned a grade of "B" or higher and would feel comfortable tutoring. List course name and number.

<i>(Example: HST 101)</i>			

References

Please list two instructors for each department whose courses you can tutor. Be sure to notify them that we will be contacting them to serve as your references. The University Learning Center will send a Reference Form for each instructor to complete.

Professor's Name	Department	Course Taken	Semester Taken	Grade Earned
<i>e.g. James Jones</i>	<i>Biology</i>	<i>PSY 105</i>	<i>Fall 2016</i>	<i>A</i>

Please note: If you are hired as a tutor, you will be required to participate in a tutor training program.

Complete both sides of this application.

