

# Group Appointment Request Form

University Learning Center

**Tutors are available to facilitate group tutoring appointments!**

To request a group tutoring appointment, you must have 2-3 students from the **same course & section** with the **same instructor**. All tutoring occurs in the ULC during normal hours of operation.

E-mail the completed form to [ulc@uncw.edu](mailto:ulc@uncw.edu) (or drop it off at the ULC on the 1<sup>st</sup> floor of DePaolo Hall).

\_\_\_\_\_  
Course Name & Section

\_\_\_\_\_  
Instructor's Name

**Complete the information below for each member of the group**

Name	<i>Last</i> _____ <i>First</i> _____ <i>MI</i> _____	UNCW ID # (e.g. 850123456)	
UNCW e-mail	@uncw.edu	Cell Phone #	

Name	<i>Last</i> _____ <i>First</i> _____ <i>MI</i> _____	UNCW ID # (e.g. 850123456)	
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UNCW e-mail	@uncw.edu	Cell Phone #	

Indicate the desired days and times for your group to meet. *Despite the best efforts of the ULC, it may not be possible to schedule a time that fits your schedule. We appreciate your understanding and flexibility.*

Please indicate if you would like the appointment to be one-time or weekly:

One time only       Weekly appointment

	Day of the Week	Time
1 <sup>st</sup> Choice		
2 <sup>nd</sup> Choice		
3 <sup>rd</sup> Choice		
4 <sup>th</sup> Choice		

Signature of each group member

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Attendance Policy:** Attendance is expected.

For recurring appointments: if a group member fails to attend the first session or any 2 sessions without canceling 24 hours in advance, that group member will be removed from tutoring for the rest of the semester.

**If the appointment needs to be cancelled, each member is responsible for cancelling their appointment in TutorTrac OR contacting the ULC at least 24 hours in advance of the appointment.**

OFFICE USE ONLY: Date rec'd: \_\_\_\_\_ Date group notified: \_\_\_\_\_ Tutor \_\_\_\_\_

Day & Time of Session: \_\_\_\_\_ Start Date: \_\_\_\_\_