

Last Name \_\_\_\_\_ First \_\_\_\_\_ Course \_\_\_\_\_ Group # \_\_\_\_\_ Std. ID \_\_\_\_\_

Address \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ Location of session \_\_\_\_\_

Do you have a bachelor's degree? [ ] Yes [ ] No

Code for funding offices: <b>AD</b> =Athletic Department <b>CS LC</b> =Com Sci Learning Comm <b>FA</b> =Financial Aid Office <b>IES</b> =International Edu. Services <b>Hixson</b> =Hixson Opportunity Award <b>McNair</b> – McNair Program <b>MSA</b> =Multicultural Student Affairs <b>MSP</b> =Military Science <b>ASC</b> =Academic Success Cntr	<b>OFFICE USE ONLY</b> Tutoring Services, Academic Success Center, 1060 Hixson-Lied Student Success Center. Ticket # _____ Hours this sheet _____ Total all _____
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**Be sure to include the DATE OF EACH SESSION.** Please print all information – NO red ink.

Tutee Information	Session 1	Session 2	Session 3	Session 4	Session 5	Session 6	Office Use Only	
	Date:	Date:	Date:	Date:	Date:	Date:	Group	Indiv.
Name: _____ Student ID: _____ Funded by: Self ___ AD ___ NS ___ CS LC ___ FA ___ IES ___ MSA ___ MSP ___ SSSP ___ VR ___ WiSE ___ Hixson ___ ASC ___ Other _____	Session length:  Signature:	Session length:  Signature:	Session length:  Signature:	Session length:  Signature:	Session length:  Signature:	Session length:  Signature:		
Name: _____ Student ID: _____ Funded by: Self ___ AD ___ NS ___ CS LC ___ FA ___ IES ___ MSA ___ MSP ___ SSSP ___ VR ___ WiSE ___ Hixson ___ ASC ___ Other _____	Session length:  Signature:	Session length:  Signature:	Session length:  Signature:	Session length:  Signature:	Session length:  Signature:	Session length:  Signature:		
Name: _____ Student ID: _____ Funded by: Self ___ AD ___ NS ___ CS LC ___ FA ___ IES ___ MSA ___ MSP ___ SSSP ___ VR ___ WiSE ___ Hixson ___ ASC ___ Other _____	Session length:  Signature:	Session length:  Signature:	Session length:  Signature:	Session length:  Signature:	Session length:  Signature:	Session length:  Signature:		
Name: _____ Student ID: _____ Funded by: Self ___ AD ___ NS ___ CS LC ___ FA ___ IES ___ MSA ___ MSP ___ SSSP ___ VR ___ WiSE ___ Hixson ___ ASC ___ Other _____	Session length:  Signature:	Session length:  Signature:	Session length:  Signature:	Session length:  Signature:	Session length:  Signature:	Session length:  Signature:		

Time sheets submitted over thirty (30) days past the first tutoring date will not be processed. All students assigned to your group are to be listed on the same time sheet. If a student no-shows, indicate with "NS"; if a student calls and cancels, indicate with "CC". Students must sign time sheet in order for time sheet to be processed; **initials will not be accepted.** Time sheets are due every two weeks as listed on the schedule.

**\*\*\*It is your responsibility to pick up a schedule of due dates. Times must be specified in ½ hour segments.\*\*\***

revised 8/03