Tutoring Services
Request for Study Skills Coaching

Student Name: _______________________________________________________

Aims ID# ____________________________________________  My Major _____________________________

Primary Phone ____________________________  Alt. Phone ______________________________

☐ I am able & willing to receive text messages.

Email Address ____________________________________________________________

E-mail will be our primary way of communicating with you regarding tutoring. Please check your e-mail for future correspondence.

☐ I do not have internet capability

I would like help with Study Skills. (Check what you want help with.)

☐ Time Management  
☐ Note Taking  
☐ Test Preparation  
☐ Effective Studying

☐ Other _________________________________________________________________

Academic Assistance
Aims Community College provides several ways to receive academic assistance. Students should demonstrate proactive efforts toward learning prior to receiving individual tutoring. Please indicate your involvement by checking all items that apply.

1. Class work
   ☐ I have attended all class sessions and am caught up on all assignments.
   ☐ I have been unable to attend ____ class sessions and ____ assignments.

2. Student study groups
   ☐ I am currently participating in a student study group. We have met ____ times.

3. Faculty assistance
   ☐ I have met with my instructor(s) about concepts or assignments that I do not understand.

4. Tutoring Services resources (in the Learning Commons)
   ☐ I have attended drop-in tutoring
   ☐ I have attended drop-in tutoring

5. Other information
   ☐ I have taken or are currently taking a AAA class
   ☐ I have attended iFocus workshops:

6. Other information I would like to share that impacts my study skills: ________________________________

Primary Phone ____________________________  Alt. Phone ______________________________

☐ I am able & willing to receive text messages.

Email Address ____________________________________________________________

E-mail will be our primary way of communicating with you regarding tutoring. Please check your e-mail for future correspondence.

☐ I do not have internet capability
Student: ________________________________________________________________

Please complete the form below. Be sure to read, initial, sign and date it. Return the form to Front Desk in the Learning Commons, CC 270. For questions, please call (970) 339-6541. 

Priority will be given to those forms that have been filled out completely and legibly.

Aims Campus:  □ Greeley          □ Fort Lupton          □ Loveland          □ Online

Terms of Tutoring Service

I understand that the purpose of a coach is **NOT** to do my homework or answer test questions, but rather to act as a guide and a reference in developing my own understanding. I am an active participant in my own learning.

I further realize that it is my responsibility to arrive **on time and come prepared for all sessions** at the designated place and to contact the tutor if there are any changes in my schedule. **Two No Call / No Show absences** will result in termination of scheduled tutoring.

Study Skills Coaches will attempt to contact me 3 times. If unsuccessful, it will be my responsibility to contact them again.

Study Skills Coaches will:
1. Review student's information to identify tutoring needs.
2. Attempt to notify students 3 times via phone and/or email of their tutoring assignment. If student does not respond after 3 attempts, their spot will be filled.
3. Students can also check back with Study Skills coaches.
4. If student does not hear from tutoring staff within 10 days, please call (970) 339-6541.

By signing this document, you are agreeing to the above terms and you grant Study Skills Coaches permission to use your information for scheduling, tutoring, statistical reporting, and funding purposes.

Signature_________________________________________ Date_______________

FOR OFFICE USE ONLY

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