

University Tutorial Services

Requesting a Learning Assistant



University Tutorial Services

Log Off

Contact Us

Question, comment, or concern? This button will send an email to University Tutorial Services!

Be sure to enter all contact information and select "Save". If there are concerns, we will contact you via phone!

Any additional information that you would like to share with your Learning Assistant or Tutorial Services' staff can be entered here.

If none of the session times work for you and you wish to provide your availability, please click to be navigated to our waiting list

UserID :
 S Number :
 First Name :
 Last Name :
 Cell Phone :
 Home Phone :
 Best time to call :

Save Information

Current Courses

Click 'Request Learning Assistant' below to see available tutoring times for your specific course.

Course	Number	Section	CRN	
Readings in Philosophy	PL110	740	10313	<input type="button" value="Request Learning Assistant"/>
Career Launch III	CL003	05	10899	<input type="button" value="Request Learning Assistant"/>
Health Perspectives	HL120	05	11506	<input type="button" value="Request Learning Assistant"/>
The Child: Conception to Adol	CF120	01	12937	<input type="button" value="Request Learning Assistant"/>
Sports Broadcast Production	MC252	01	13943	<input type="button" value="Request Learning Assistant"/>

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Course :

Include group sessions in the selection criteria?

Section

Yes ▼

Available Days: Available Times: Available Learning Assistants:

Additional Comments/Concerns:

Existing Tutoring Appointment Schedule

Appt Number	Course	Day	Time	Learning Assistant	Status	Contact Learning Assistant	Request Removal
229	HL113	Monday	1000AM	Wykeshia Wallace	Approved	<input type="button" value="Email Tutor"/>	<input type="button" value="Request Removal"/>

Southeast Missouri State University

Submitting a Request:

1. Select "Request Learning Assistant"
2. Select a day, time, and Learning Assistant
3. If the appointment can be made, "Request Appointment" will appear
 1. If none of the times work for you, select "I am unable to attend at these times"
4. A confirmation email will be sent to both you and your Learning Assistant

Sessions **ARE NOT** approved until a confirmation email is received

Terminating a Tutorial Session

University Tutorial Services

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[Contact Us](#)

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1. Select "Request Removal"
2. A confirmation email will be sent to both you and your Learning Assistant

If you are temporarily cancelling an appointment, no action in the database is needed