What is the Tutorial Database?

The Tutorial Database is the system that University Tutorial Services uses to process tutorial requests. The Tutorial Database allows you to:

- Submit a tutorial request
- Review your current tutoring schedule
- Send an email to your Learning Assistant (responses will be sent to your Southeast email account)
- Cancel a tutorial session
- Contact University Tutorial Services

Pro-tip: The Tutorial Database can be accessed at www.semo.edu/requestatutor

Navigating the Tutorial Database
Submitting a Tutorial Request

Below are instructions for submitting a tutorial request:

1. Select Request Learning Assistant
   - If the course is currently staffed, the Available Days, Available Times, and Available Learning Assistants option will appear.
2. Select your appointment type: In-Person or Virtual
   - Based on your selection, appointments of that type will appear.
3. Select a day, time, and Learning Assistant
4. Select Request Appointment
5. A confirmation email will be sent to both you and your Learning Assistant

If none of the times work for you, select I Am Unable to Attend at These Times
   - If you wish to provide availability, select Be Added to Waiting List
   - If you are added to our Waiting List, you will be paired with a Learning Assistant based on your provided availability

Your request IS NOT approved and you CANNOT begin meeting with your Learning Assistant until you receive the confirmation email!

Terminating a Tutorial Request

Below are instructions for terminating a tutorial request. The request should only be terminating in the system if:

- The current session time no longer works for you and you need a new session time
- Tutorial support is no longer needed

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