


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

University Tutorial Services

[Log Off](#) Semester : Fall 2020

[Student](#) [Learning Assistant](#) [Policy Overview](#)

UserID :
 S Number :
 First Name : Brian
 Last Name : Collins
 Preferred Phone :
 Home Phone :
 Best time to call :

 Contact Us

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

All fields are required. Be sure to leave your best contact number! If there are concerns with your request, we will contact you. Be sure to save your information!

Current Courses

Click 'Request Learning Assistant' below to see available tutoring times for your specific course.
 Learning Assistants who provide in-person sessions will have an (IP) at the end of their name. Learning Assistants who tutor virtually will have (VM) at the end of their name.
 In-Person Tutoring: Monday-Thursday 1:00pm-4:00pm
 Virtual Tutoring: Monday-Thursday 9:00am-12:00pm and 4:00pm-7:00pm

Course	Number	Section	CRN	
International Econ	EC580	740	10037	<input type="button" value="Request Learning Assistant"/>
Entrepreneurship	BA641	70	13503	<input type="button" value="Request Learning Assistant"/>

Look for an In-Person or Virtual appointment?

Available Days: Available Times: Available Learning Assistants:

Additional Comments/Concerns:

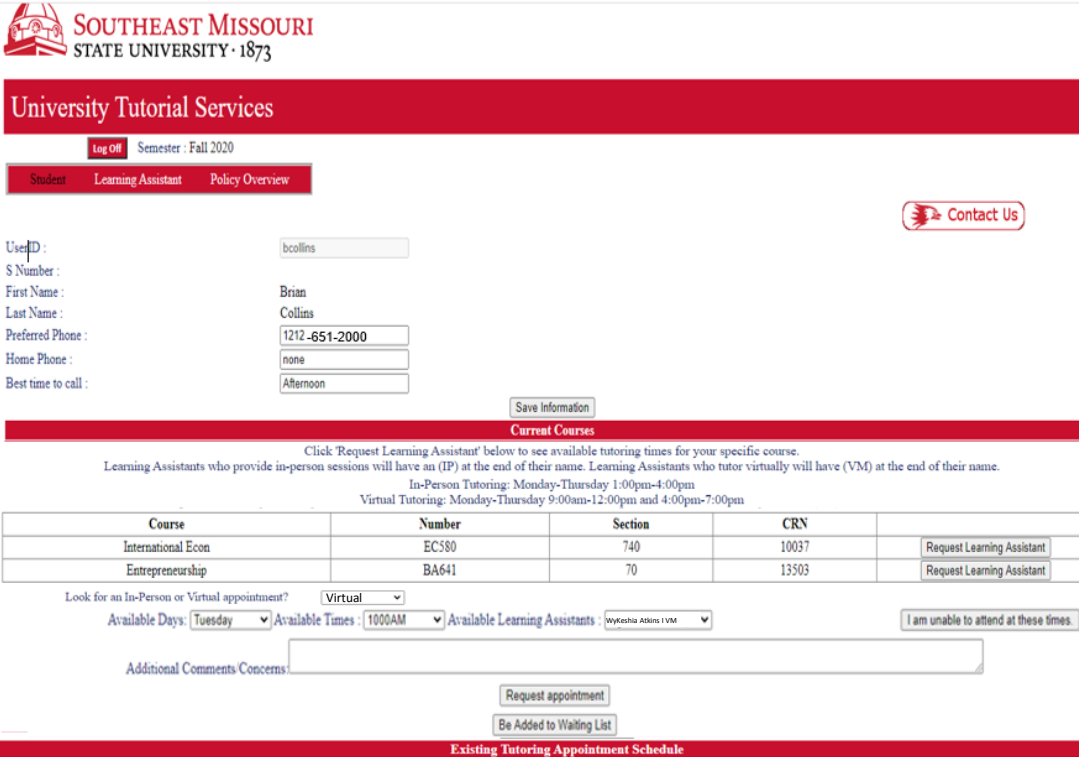
Existing Tutoring Appointment Schedule

Currently enrolled courses display here. To initiate the request, select Request Learning Assistant.

Both pending and approved sessions display here. When a session is terminated it does not display.

Submitting a Tutorial Request

Below are instructions for submitting a tutorial request:



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University Tutorial Services

Log Off Semester: Fall 2020

Student Learning Assistant Policy Overview

Contact Us

User ID: bcollins
 S Number:
 First Name: Brian
 Last Name: Collins
 Preferred Phone: 1212-651-2000
 Home Phone: none
 Best time to call: Afternoon

Save Information

Current Courses

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Existing Tutoring Appointment Schedule

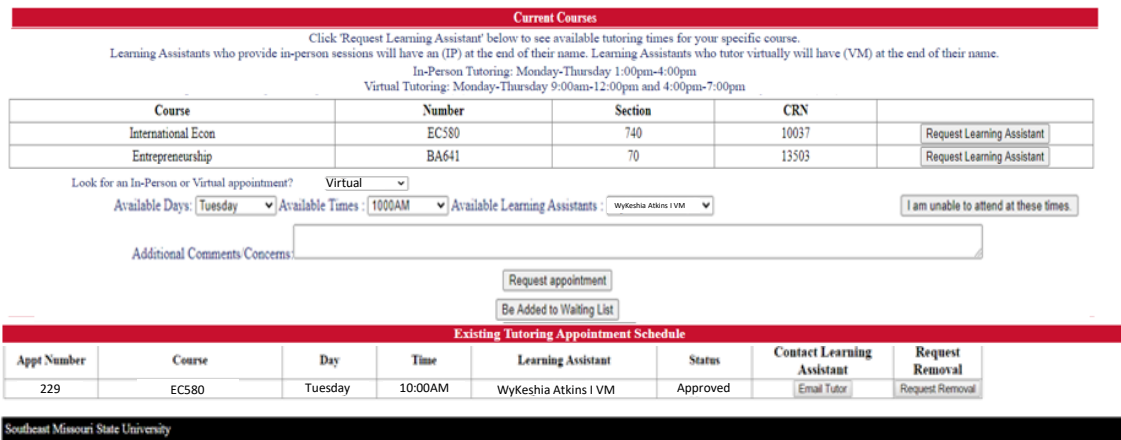
1. Select Request Learning Assistant
 - If the course is currently staffed, the Available Days, Available Times, and Available Learning Assistants option will appear
 2. Select your appointment type: In-Person or Virtual
 - Based on your selection, appointments of that type will appear
 3. Select a day, 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



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Additional Comments Concerns:

Existing Tutoring Appointment Schedule

Appt Number	Course	Day	Time	Learning Assistant	Status	Contact Learning Assistant	Request Removal
229	EC580	Tuesday	10:00AM	WyKeshia Atkins I VM	Approved	<input type="button" value="Email Tutor"/>	<input type="button" value="Request Removal"/>

Southeast Missouri State University

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 within the database is needed