

NEW YORK UNIVERSITY

SCHOOL OF CONTINUING
AND PROFESSIONAL STUDIES

PAUL MCGHEE DIVISION TUTORING REQUEST FORM

McGHEE TUTORING SERVICE

The McGhee Tutoring Service offers one-on-one tutoring sessions at no charge to McGhee students. Onsite tutoring is available in Accounting, Calculus, Economics, Math I, Math II, Mathematical Reasoning, Math Strategies, Pre-Calculus, Statistics, and Writing (in all subject areas, not only writing courses). Sessions take place at the McGhee office at 726 Broadway, 6th floor. For students completing their degree online, tutoring at a distance is available in Writing.

McGhee Division
Student Services
726 Broadway, 6th floor
Phone: (212) 992-9130
Fax: (212) 995-4666

GUIDELINES FOR THE USE OF THE MCGHEE TUTORING SERVICE

1. You must be enrolled in a course within the McGhee Division.
2. Register by completing this Tutoring Request form. Email the completed form to Becky Banks at rgb1@nyu.edu or fax it to (212) 995-4666. You may also deliver the form to the McGhee Student Services office at 726 Broadway, 6th floor. You must register each semester.
3. To schedule a tutoring appointment, call (212) 992-9130 or visit the McGhee Student Services office at 726 Broadway, 6th floor.
4. If using the Tutoring Service voicemail, please provide concise and complete information including your name, phone number, type of tutoring needed, and the best time to reach you.
5. You may make one appointment per subject, per week, subject to availability. If you find that you need more than one appointment a week, contact the McGhee Tutoring Service.
6. If you are unable to keep your appointment, you must call (212) 992-9130 at least six (6) hours in advance. Otherwise, you will be considered a "no show." **If you have two (2) "no shows" during the semester, you will no longer be able to make appointments with the Tutoring Service for that semester.** Please be sure to let the Tutoring Service know the subject, day, and time of the appointment you are canceling.
7. You must arrive promptly. You will be considered a "no show" if you are more than 15 minutes late for a tutoring appointment.
8. Bring your work in progress to the tutoring session. The tutor's role is to work together with you to develop your academic skills and to monitor your progress.
9. For more information, please download McGhee's Student Guide to Preparing for Tutoring at www.scps.nyu.edu/mcghee.tutoring.

NYU WRITING CENTER TUTORING SERVICE

The McGhee Division offers limited tutoring appointments. If you are an onsite student and need additional writing tutoring, we encourage you to also use the tutors at the Writing Center. For more information about this university-wide tutoring service, please visit http://www.nyu.edu/cas/ewp/html/writing_center.html.

PAUL MCGHEE DIVISION

TUTORING REQUEST FORM

Today's date _____

Last name _____ First name _____

University ID number N _____ Date of birth _____

Gender Female Male

Address _____ Apt. no. _____

City _____ State _____ Zip code _____

Day phone (_____) _____ Evening phone (_____) _____

Cell phone (_____) _____

E-mail address _____

Degree program B.A. B.S. A.A. A.A.S.

Major _____

Concentration _____

Academic Advisor _____

Referred to tutor by Advisor Professor Self

Subject(s) for tutoring Accounting Calculus Economics
 Math I Math II Mathematical Reasoning
 Math Strategies Statistics Pre-Calculus
 Writing

Do not write in this section. For office use only.

APPOINTMENT DATES

Return this form to: NYU-SCPS McGhee Division, 726 Broadway, 6th floor, New York, NY 10003.
 You may also email it to Becky Banks at rgb1@nyu.edu or fax to (212) 995-4666.

