**Instructions:** To reserve an appointment time to meet with a tutor in person, complete the form below. Be sure to attach the completed form as a Word document or PDF in an email to [ACEtutoring@vinu.edu](mailto:ACEtutoring@vinu.edu). Please refer to the tutoring schedule posted on our website for times and remember that sessions are only for one hour. **You can expect a response confirming your appointment time within 24 hours Monday-Thursday. \***

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| --- | --- |
| **Name:** |  |
| **Student ID #:**  (This is your A#) |  |
| **Phone #:** |  |
| **Requested Appointment Times:**  List the top 3 dates & times you would like to meet with a tutor. Please note that we may not be able to guarantee appointments requested the day of. |  |
| **Course:** |  |
| **Instructor:** |  |
| **Assignment/Project:**  Describe the assignment you would like to discuss with a tutor. Please provide as much detail as possible. |  |
| **Due Date:** |  |
| **Goals:**  Describe your top three concerns and explain what you would like to accomplish during your session. The more detail you can provide, the more we can help you. |  |

**\*Note:** We may not be able to guarantee appointments requested via email the day of, so try to schedule appointments at least one day in advance.