DIRECTIONS FOR TUTORIAL FORM (Please print clearly)

STUDENT
- Complete section I.
- Take to department chair and instructor for completion of section II and section III.
- Take to dean of the college of the class for approval.
- Present completed forms to the office of the registrar.

INSTRUCTOR
- Check to see if student is eligible to register (admitted).
- Use a valid course number for the semester in question.
- Give generic courses such as "special study" a specific course title.

DEPARTMENT CHAIR/ SUMMER SESSIONS
- When form is forwarded from the office of the registrar, authorize payment on summer session appointment form.

SECTION I: STUDENT INFORMATION (Completed by student)

Student name (please print)                      Student I.D. number                      Student signature

Student's address and phone number

Course will be added to student's registration when approved.

SECTION II: CLASS INFORMATION (Completed by instructor/department chair)

- Term

Subject area and course number                      Specific course title for this use

Credit hours:                                        Contact hours:                          Instructor (please print)

Term:   □ Spring   □ Fall   □ Summer   Year __________

Compensation:   □ Yes   □ No

Reason this must be a tutorial and not a regular class:

SECTION III: APPROVALS (Completed by Xavier personnel)

Instructor                          Date                          Phone number and campus mail location

Department chair                     Date                          Phone number and campus mail location

Instructor's dean                    Date                          Phone number and campus mail location

(Office of the registrar distributes copies.)
Distribution: White=Registrar, Canary=Instructor,
Pink=Department chair, Gold=Dean
For summer only: Send copy to summer sessions office.

REGISTRAR USE ONLY: Course created and student registered by:

Initials:                  CRN #:                   Date:  

ed. 5/3/05