### SECTION I: STUDENT INFORMATION

(Completed by student)

<table>
<thead>
<tr>
<th>Student I.D.Number</th>
<th>Student Name (please print)</th>
<th>Student Signature</th>
</tr>
</thead>
</table>

Student's address and phone number

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

### SECTION II: CLASS INFORMATION

(Completed by Instructor/Dept. Chair)

<table>
<thead>
<tr>
<th>Subject Area &amp; Course Number</th>
<th>Specific Course Title for this use</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Contact Hours</th>
<th>Instructor (please print)</th>
</tr>
</thead>
</table>

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)

<table>
<thead>
<tr>
<th>Instructor</th>
<th>Date</th>
<th>Phone number &amp; campus mail location</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Department Chair</th>
<th>Date</th>
<th>Phone number &amp; campus mail location</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Instructor's Dean</th>
<th>Date</th>
<th>Phone number &amp; campus mail location</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

### 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 corresponding to the material being covered

**DEPARTMENT CHAIR/ SUMMER SESSIONS**
- When form is forwarded from the Office of the Registrar, authorize payment on Summer Session Appointment Form.

Registrar's Office Use Only: Course Created and Student Registered by:

Initials:  
CRN #:  
Date:

For summer only: Registrar's Office send copy to Summer Sessions Office

ed. 1/16/2013