

SECTION I: STUDENT INFORMATION (Completed by student)

Student I.D. Number _____	Student Name (please print) _____	Student Signature _____
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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)

-T _____

Subject Area & 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 & campus mail location _____
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Department Chair _____	Date _____	Phone number & campus mail location _____
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Department's Asst. Dean _____	Date _____	Phone number & campus mail location _____
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DIRECTIONS FOR TUTORIAL FORM
STUDENT

- Complete Section I (please print carefully)
- Take to department chair and instructor for completion of Section II and Section III
- Take to Asst. Dean of the college of the class for approval
- Either the student or the Dean's Office can submit the completed form 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

**DEPARTMENT CHAIR/
SUMMER SESSIONS**

- Give generic courses such as "Special Study" a specific course title corresponding to the material being covered

- 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