

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)

_____ -T_____ .
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: _____