

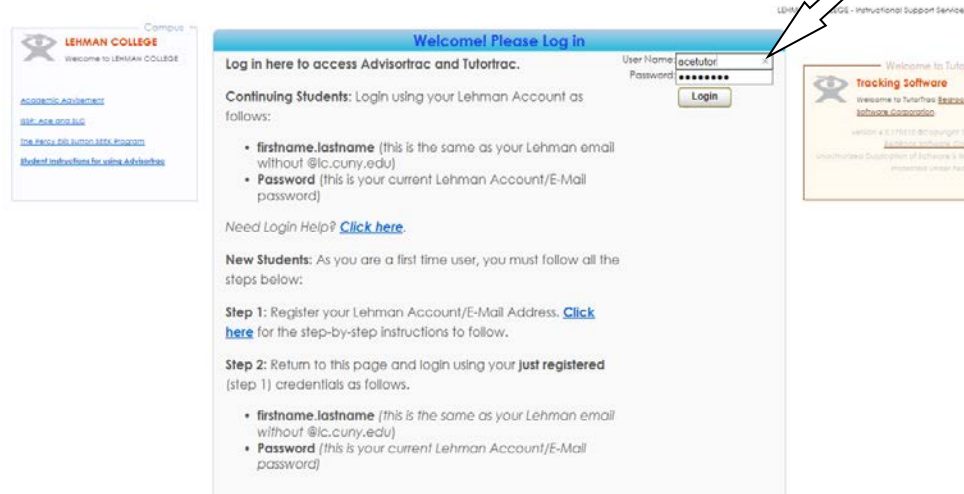
**NOTE: These instructions are for students requesting appointments in the ACE at Lehman College for academic coaching, or tutoring in reading, writing, and social sciences and humanities courses. You must have your EMPLEID ready and also be enrolled in courses at Lehman College at the time of filling out this application. Incomplete and inaccurate applications will not be processed. After this form is submitted, an email will be sent to you once an appointment is created. If an appointment cannot be made, our staff will be in touch to let you know that. Please call 718-960-8175 if you have questions about your application.**

- ❑ Go to <https://appointments.lehman.edu/TracWeb40/Default.html>

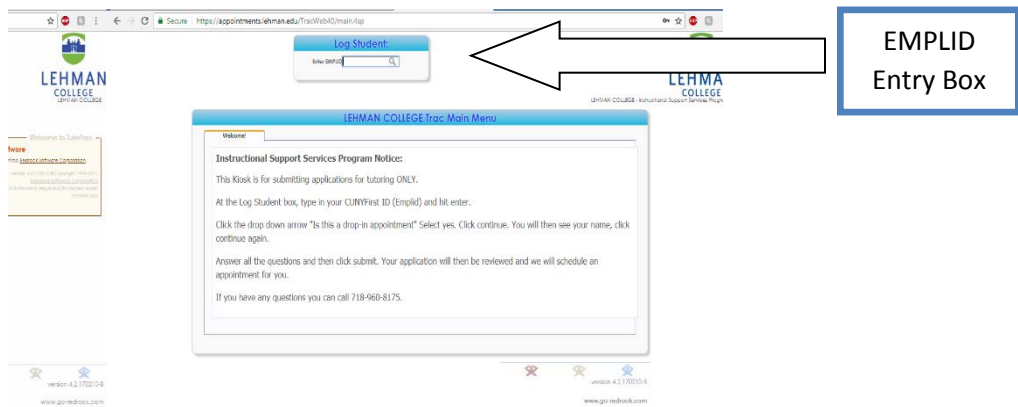
- ❑ Enter the following user name and password and click Log In:

**USERNAME:** acetutor  
**PASSWORD:** acetutor

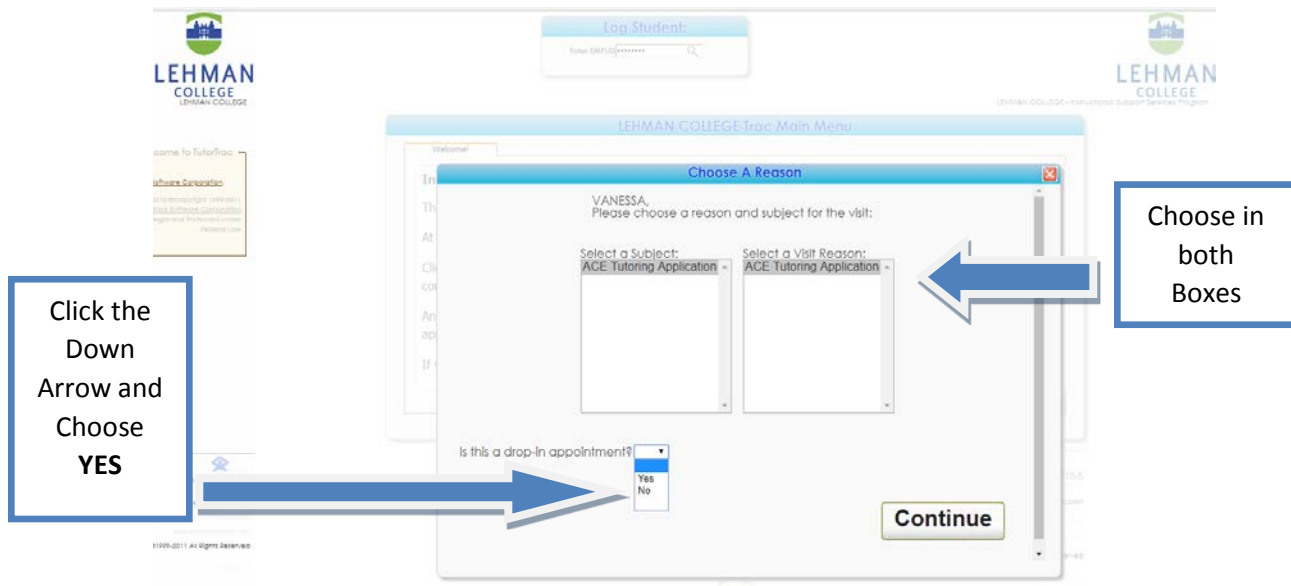
Username  
&  
Password  
Entry Box



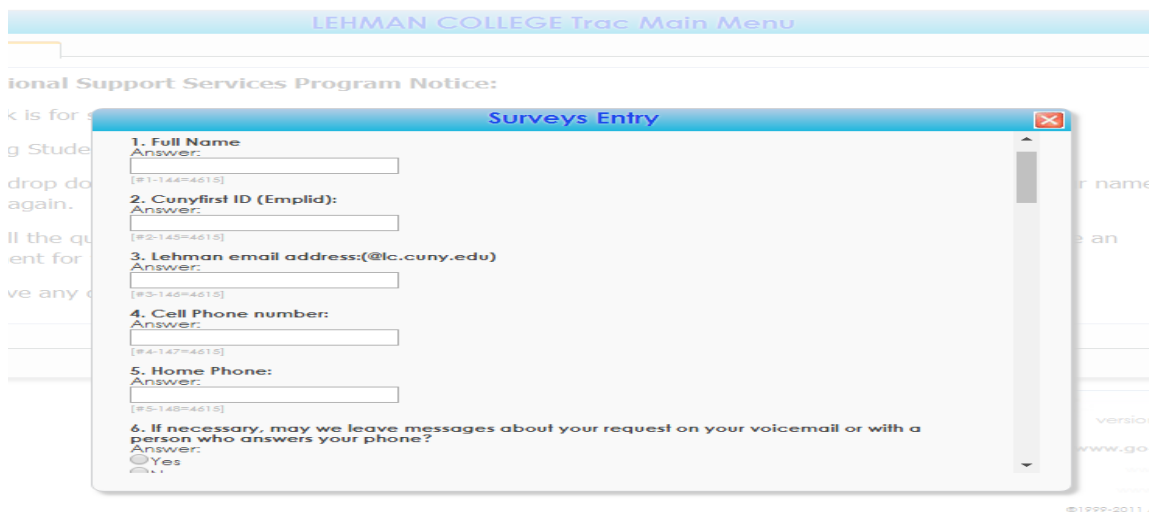
- ❑ Enter your **Lehman EMPLID** or your name in the following format: **(Last Name, First Name)** and hit Enter.



- ❑ Choose **ACE Tutoring Application** in both boxes and click Continue.



- Once you are logged in, click Continue to begin your Tutoring Application.
- Answer all the following questions.** Questions 1-6 are personal information questions necessary to identify and complete your application.



- Questions 7-9 indicate the reason for your tutoring application. Question 8 is **not** for writing tutoring but rather for guidance under a specific course in respect to understanding concepts and ideas.

**Surveys Entry**

Please tell us what brings you to the ACE to work with a tutor.

**7. Tutoring for Writing, reading, and/or research for a specific course or courses.**  
(Please list course and course number)  
Answer:  
[#8-151=4686]

**8. Tutoring for a Humanities/Social Sciences course**(This is for tutoring in the content of the course, not writing-Ex: ACC, BBA, PSY, SPA, SPE, etc)  
Please tell us for what specific course and course number you want to work with a tutor. (If there is more than one course you need help with, please list)  
Answer:  
[#9-152=4686]

**9. If you need help in any of these other areas, please check the appropriate box.**  
Answer:  
 Academic Coaching (Study Skills, Managing your time, Taking Notes, etc)  
 Application Materials (for scholarship, school, work, etc)  
 CUNY Assessment Test-Reading  
 CUNY Assessment Test-Writing  
 [#10-158=4686]

**10. Please check all days and times you are available to meet with a tutor:**  
(Check as many as apply)  
Answer:

**Humanities-Content tutoring:**  
Indicate the course for which you need tutoring.

**Writing tutoring:**  
Indicate reason & appropriate center

- ❑ **Question 10 please *check all* the times you are available to meet with a tutor. The more times you check the higher the probability of matching you up with a tutor, especially mid-semester or finals week when demand is high.**

**Surveys Entry**

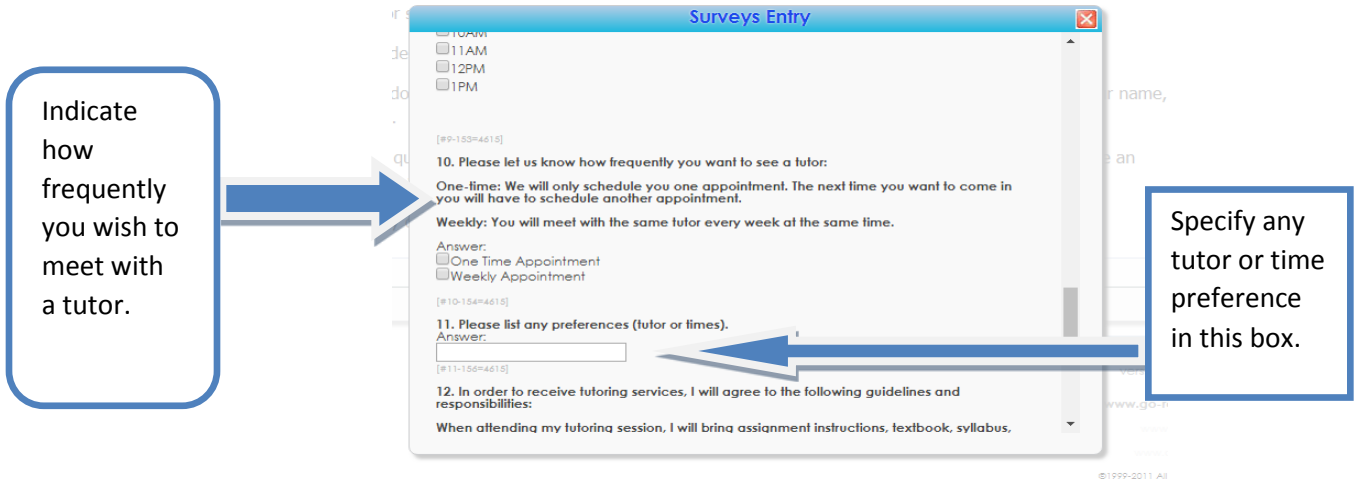
**10. Please check all days and times you are available to meet with a tutor:**  
(Check as many as apply)  
Answer:

MONDAY  
 10AM  
 11AM  
 12PM  
 1PM  
 2PM  
 3PM  
 4PM  
 5PM  
 6PM

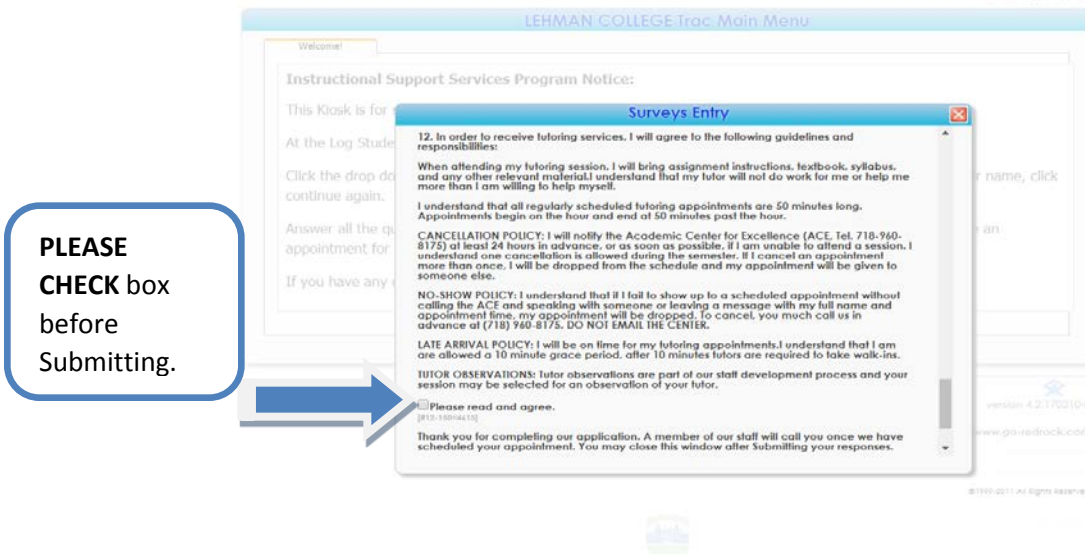
TUESDAY  
 10AM  
 11AM  
 12PM  
 1PM  
 2PM  
 3PM

Check as many multiple slots as possible.

- ❑ Questions 11 – 12, you will indicate the type of appointment you wish to receive as well as the name of any tutor you want the staff to consider first at the time of scheduling your appointment. *Please note that a one-time means we will only schedule you one appointment and the next time you want to come in you will have to schedule another appointment, while a weekly appointment means you will meet with the same tutor every week at the same time.*



- ❑ In Question 13, please read all of the ACE tutoring policies and check the agree box at the end of this question before submitting your responses.



- ❑ Before submitting your responses in the application, students must double check that all the information provided is correct.
- ❑ Finally, once you have clicked “Submit Responses”, you may close the Survey Entry Window. Please report to the Front Desk right after you have completed this form for further instructions.