# ACADEMIC CENTER FOR EXCELLENCE (ACE)  
ONLINE SOCIOLOGY TUTORING - APPOINTMENT REQUEST

<table>
<thead>
<tr>
<th>NAME:</th>
<th>CUNY FIRST ID#:</th>
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<tbody>
<tr>
<td>HOME PHONE NUMBER:</td>
<td>CELL PHONE NUMBER:</td>
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<tr>
<td>LEHMAN EMAIL ADDRESS:</td>
<td>WORK PHONE NUMBER:</td>
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<td>COURSE IN WHICH YOU NEED TUTORING:</td>
<td>DESCRIBE THE ASSIGNMENT WHICH YOU NEED HELP WITH IN A SESSION:</td>
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<tr>
<td>□ Soc 166</td>
<td>□ Soc 301</td>
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YOU MUST USE YOUR LEHMAN EMAIL ADDRESS AND HAVE ACCESS TO YOUR CUNY PORTAL IN ORDER TO WORK WITH AN ONLINE TUTOR. YOU MUST ALSO HAVE ACCESS TO A COMPUTER THAT MEETS THE FOLLOWING TECHNICAL SPECIFICATIONS:

- □ At least 256 MB RAM
- □ Soundcard with microphone and headphones
- □ Internet access- 28.8 kbps speed or above (broadband connection highly recommended)
- □ At least 20 MB of free disk space
- □ Webcam

IF YOU NEED HELP SETTING UP YOUR EMAIL ACCOUNT OR ACCESSING YOUR CUNY PORTAL USERNAME AND PASSWORD, CONTACT INFORMATION TECHNOLOGY AND RESOURCES (ITR) AT 718-960-1111 OR VISIT CARMAN HALL, ROOM 108.

You may cancel a synchronous (real-time) online tutoring appointment once during the semester.

To cancel an appointment, you must call the ACE and speak with someone or leave a message with your full name and appointment time. If you cancel an appointment more than once, you will not be able to schedule another synchronous online tutoring appointment. If you fail to “show up,” on more than two occasions, to a scheduled synchronous online appointment, you will not be able schedule another synchronous online tutoring appointment.

If necessary, may we leave messages about your request on your voicemail or with a person who answers your phone?  □ Yes  □ No

*Please be sure you receive a copy of the Online Sociology Tutoring Guidelines from the front desk of the ACE in the Old Gym, room 205.

Academic Center for Excellence  Old Gym, Room 205  Phone: 718-960-8175  Fax: 718-960-7831

SIGNATURE:  ___________________________  DATE:  ________________