ASTC

ACADEMIC SUCCESS & TUTORING CENTER (ASTC)

75 Years

SOLANO COMMUNITY COLLEGE

Now Accepting

Applications

Applications open

Positions open until filled. Tutors are employed on a semester basis and contracts are subject to renewal each semester.

ABOUT THE ASTC

The Academic Success and Tutoring Center (ASTC) provides support, guidance, and resources to help Solano students grow as strong, independent, and active learners in their academic and professional pursuits.

All Tutors must be equity-minded, punctual, enthusiastic, empathetic, and have a desire to provide holistic academic support.

QUALIFICATIONS

- Must be enrolled in a minimum of 6 units
- Have an overall GPA of 3.0 or better
- Completed each course you wish to tutor with an earned grade of B or better

APPLY TODAY!

707-864-7000, EXT. 7230
http://www.solano.edu/ASTC
ASTC@SOLANO.EDU

ASTC PEER TUTOR APPLICATION

Please make sure to answer all the questions below. If unsure, please contact the ASTC (ASTC@solano.edu).

DATE OF APPLICATION

☐☐ / ☐☐ / ☐☐

APPLICANT INFORMATION

Full Name : _____

Preferred Name: _____

Preferred Gender Pronoun _____

Student ID: ☐☐☐☐☐☐☐☐

Email: _____

Phone No: _____

Text OK? : ☐ Yes   ☐ No

Present Address : _____

Apt./Unit # : _____

City: _____

State: _____

Zip Code : _____

Have you ever worked at SCC before? ☐ Yes   ☐ No

If yes, when/where? _____

Do you currently work somewhere else on campus? ☐ Yes   ☐ No

If yes, where & how many hours? _____

ACADEMIC INFORMATION

Are you currently registered at SCC? ☐ Yes   ☐ No

If yes, how many units? _____

Do you plan to enroll in classes at SCC next semester? ☐ Yes   ☐ No

If yes, how many units? _____

Note: tutors must be currently enrolled in 6 (or more) units at SCC (if tutoring during a Fall or Spring term) OR 6 (or more) units at SCC in the preceding or following term (if tutoring during a Summer term)

When is your estimated graduation/transfer date from SCC? (Semester/Year): _____

What is your major and/or planned degree/certificate (if declared)? _____

What is your cumulative GPA? _____

Which tutoring format(s) most interest you? ☐ Appointments   ☐ Drop-in   ☐ Group

Are you trained and/or have experience working with learners with learning disabilities and/or academic accommodations? ☐ Yes ☐ No

   If yes, please give details (you may type and attach a separate page if necessary):

COURSE QUALIFICATIONS

Please list all the courses for which you feel qualified to tutor, in order of preference:

Subject	Course Number (Example: Math 11)	Instructor	Grade

WRITTEN RESPONSE

Please explain why you are interested in becoming a tutor. Include: any relevant experience and/or personal characteristics that enhance your ability to work with Solano's academically and culturally diverse student population, how you believe this position will fit into your personal and/or educational goals, and why you believe you would be an asset to the ASTC. (You may type and attach a separate page if necessary).

FACULTY RECOMMENDATION FORM

For the peer tutor candidate: Please fill in your name below and identify a faculty member with whom you've completed college level coursework who is willing to recommend you as an ASTC Tutor. Then, give this form to the faculty member to complete. The faculty member can return the form to you or submit it directly to the ASTC (email to ASTC@solano.edu).

For the faculty member: Please complete the form below to recommend the named student as a tutor for the ASTC. Return the completed form to the student, or send it directly to the ASTC (via email to ASTC@solano.edu).

Questions? Contact us!

ASTC@solano.edu

Student's name:	**Today's date:**
Recommender's Name:	**Department:**
Recommender Email:	**Institution (if not Solano):**

Recommender, based on your experience having the above student in class, please evaluate them as a potential peer tutor in the following areas:

Academic preparation and performance: ☐ excellent ☐ above average ☐ average ☐ below average ☐ poor

Participation and enthusiasm: ☐ excellent ☐ above average ☐ average ☐ below average ☐ poor

Punctuality: ☐ excellent ☐ above average ☐ average ☐ below average ☐ poor

Sense of empathy: ☐ excellent ☐ above average ☐ average ☐ below average ☐ poor

Awareness of equity concerns: ☐ excellent ☐ above average ☐ average ☐ below average ☐ poor

Are there any other special skills or attributes that you believe make this student well suited to provide academic tutoring and support to others?

Overall, I do: ☐ do

☐ do not   recommend the student above as a peer tutor.

TUTORING SCHEDULE

Name: [   ]   **Semester/Year** [   ]

Please indicate below all the days/times you would like to tutor in the ASTC. Put the location abbreviation(s) from the key below in all the days/times you would like to tutor in the ASTC. You may also put the word "any" if you can work at any of the locations for a particular day/time. Exact in-person schedule varies each semester. For the current and upcoming schedule, please contact the ASTC at ASTC@solano.edu. We will be available for online tutoring 9:00AM-9:00PM, Monday through Fridays.

Locations:
- **Fairfield, Library and Learning Resource Center (LLRC), in room 114**
- **Vacaville, room 138**
- **Vallejo, room 124**
- **Online, ConferZoom via ASTC Canvas Shell**

Monday: [   ]   **Location:** [   ]

Tuesday: [   ]   **Location:** [   ]

Wednesday: [   ]   **Location:** [   ]

Thursday: [   ]   **Location:** [   ]

Friday: [   ]   **Location:** [   ]

If there is anything you would like to note to the ASTC staff regarding your availability or application, please explain it here:

[   ]

THE RESPONSIBILITY CLAUSE

As a student, academics should be one of your top priorities. When you apply as a tutor, we assume you can handle the demands of college-level classes. The commitment of being a tutor will increase your workload and decrease your free/study time. Working as a tutor is a REAL job. We expect that you will arrive on time, not have repeated absences, will be present consistently throughout the semester, and handle all interactions professionally. At the same time, we care about your success academically, professionally, and personally, and we will do everything within our scope to fully support you.

By signing this document, I declare that I have read the statement above, and if hired as an ASTC employee, I will adhere to the above-mentioned expectations.

Print Name: [   ]   **Date:** [   ]

Signature: [   ]