

# APPLYING TO BE A TUTOR

\*\*\*Please note that you must have attended a tutor training AND completed the required HR on-boarding process to be eligible to serve as a tutor. For questions or to sign-up for a training, please contact Rachel Hall at [rhall@midwestern.edu](mailto:rhall@midwestern.edu).

1. Go to the following website and select "tutor application": <https://online.midwestern.edu/student/tutors.cgi>



2. Select the course(s) you wish to tutor in, enter 3 (required) in the capacity box to indicate the number of students you are willing to tutor, read the tutor guidelines under "Help" and then click on "offer to tutor this course".

\*\*\*Please note: To apply to tutor in multiple courses, you will need to repeat this process for each course.

A screenshot of the Tutoring application form. The page has a navigation bar with links for "FINANCIAL SERVICES", "STUDENT SERVICES", "ITS", "RESEARCH", and "MY INFO". The main heading is "Tutoring" with an "Exit" button below it. The form is divided into several sections. The top section is titled "Offering to Tutor a Course for this Quarter (having had a B or better in that course)". It contains a dropdown menu with "BIOCD 1502 Biochemistry II" selected, a "Capacity" input field with the number "3", and an "Offer to Tutor this Class" button. Below this is a section for "Courses Offered to Tutor" with a search bar and a table with columns "Course", "Status", and "Crs Director". The table shows "No records found!". Below that is a section for "Student Tutees" with a search bar and a table with columns "Course", "Student", "Request Date", "Status", "Date From", and "To". This table also shows "No records found!".

3. Your application for each course will remain as "pending" until the course director AND Student Services approve and/or deny your application(s). Once approved by the course director and Student Services, you will receive an email with HR on-boarding instructions. You may not serve as a tutor and will not be paid until this step is complete (if you have completed tutor training and/or tutored in the past, this process should already be completed). For any questions about HR on-boarding, please reach out to Kaitlyn Gaede [kgaede@midwestern.edu](mailto:kgaede@midwestern.edu).

## Tutoring

Exit

Offering to Tutor a Course for this Quarter  
(having had a B or better in that course)

Capacity

Please read Guidelines under Help

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Offer to Tutor this Class

Courses Offered to Tutor

Search: 

Course	Status	Crs Director
BIOCD 1502	Pending for 3 students	N Chandar

« < 1 > »

Student Tutees

Search: 

Course	Student	Request Date	Status	Date From	To
No records found!					

« < > »

- Once approved, your name will appear as a choice for students requesting tutoring in that course. When a student selects you as a tutor, you will receive an email notification with your assignment details.

Reply
 Reply All
 Forward
 IM



Fri 2/14/2020 2:39 PM

webadmin

Tutee Assignment

To Kaiser, Matthew

Cc Hall, Rachel

Hello,

You have been selected as a tutor for Student Name in Course: Course Name

The student's phone number is 000-000-0000

Please contact the student to setup tutoring sessions. Also remember to record your tutoring time, based on the instructions given to you by HR.

Best,  
Rachel

Rachel Hall

Learning Specialist  
 Midwestern University  
 Redwood Hall, #102  
 630-515-7153  
[rhall@midwestern.edu](mailto:rhall@midwestern.edu)  
 Student Counseling and Academic Support Services