



**University Center for Academic Excellence  
Tutorial Services**

Fretwell 318 K, 9201 University City Boulevard, Charlotte, NC 28223-0001  
t/ 704-687-7845 f/ 704-687-1396 [www.ucae.uncc.edu](http://www.ucae.uncc.edu)

**Tutorial Services  
Peer Tutor Minimum Qualifications**

1. You must have completed at least one semester of academic work at UNC Charlotte.
2. You must have a minimum 3.0 overall GPA.
3. Tutorial Services prefers that you have made an “A” in courses you wish to tutor but we also accept scores of “B”.
4. You must be a fluent and understandable English speaker.
5. Tutors are required to be enrolled in no less than **9** credit hours at UNCC for the semester which they are applying for.
6. Due to unique course requirements and diverse methodology at other institutions, Tutorial Services reserves the right to select candidates who have completed their coursework at UNC Charlotte.
  - **Tutorial Services gives hiring preference to undergraduate students who have completed their coursework at UNC Charlotte. Graduate Students should take this into consideration before applying to open positions.**
7. **Tutorial Services requires references from at least two individuals. One of the two must be completed by a UNCC faculty member from the subject area you wish to tutor.** The other may be completed by another faculty member or be a professional recommendation. \*It is your responsibility to contact these individuals to inform them of your application. Tutorial Services sends electronic evaluations to those you list.
8. **If you wish to tutor in your native language (ie: Spanish, Chinese, etc) you must be recommended by the Language and Culture Studies Faculty.** Please visit the office in the College of Education Building room 427 to schedule an appointment with a professor.
9. Please return your application to the Tutorial Services Program Coordinator, Fretwell 318K with a copy of your unofficial transcripts. **Documents may also be submitted via email to [tutoringserv@uncc.edu](mailto:tutoringserv@uncc.edu)**

Thank you for your interest in becoming a Peer Tutor for the  
Center for Academic Excellence: Tutorial Services.

Updated 12/12/12



**University Center for Academic Excellence  
Tutorial Services  
Peer Tutor Application**

Date \_\_\_\_\_

Name \_\_\_\_\_ UNCC ID \_\_\_\_\_

E-mail \_\_\_\_\_ Phone \_\_\_\_\_

UNCC Degree Level (circle one)    Freshman    Sophomore    Junior    Senior  
Graduate    2<sup>nd</sup> Degree

Major \_\_\_\_\_ Minor \_\_\_\_\_ GPA \_\_\_\_\_

Expected date of Graduation \_\_\_\_\_ Hours you can tutor per week \_\_\_\_\_

How many course hours will you be taking next semester: \_\_\_\_\_

Have you been employed on campus in the last 12 mos: \_\_\_\_\_

Course(s) you can tutor	Grade	Professor	Where course was taken

\*Please visit [www.ucae.uncc.edu/tutorial-services](http://www.ucae.uncc.edu/tutorial-services) for a complete list of courses offered by current semester\*

**Application Continued → → →**

1. Describe any tutoring or related experience (voluntary or paid) that you believe strengthens your application to become a tutor:

2. List the names of **at least 2** professors or previous employers who are familiar with your skills and/or knowledge. **You must include both a current day time phone number and an email address.** One of the two references must be a professor. These references will be contacted by Tutorial Services to complete a recommendation form on your behalf.

Name	Relationship to Applicant	Email Address	Phone Number
<p><b><i>Please contact your references to let him/her know that you have submitted this application and that Tutorial Services will be in touch for a recommendation.</i></b></p>			

Applications may be returned to Fretwell 318K, attention to the Tutorial Services Program Coordinator. Please also include a copy of your unofficial transcript. Documents may also be submitted via email to [tutoringserv@uncc.edu](mailto:tutoringserv@uncc.edu)

**Our primary hiring timeline is as follows:**

Semester You Are Applying For	Application Due By	Interviews Conducted/Hiring Done
Summer Sessions (May-July)	March 15 <sup>th</sup>	April
Fall (August)	March 15 <sup>th</sup>	April
Spring (January)	October 15 <sup>th</sup>	November