

WELCOME TO THE ACADEMIC SUCCESS CENTER
TUTORING STAFF



Here is a checklist of items that need to be completed before starting:

- ✓ Filled out tutor time availability form
- ✓ Completed instructor recommendation form(s)
- ✓ Signed UCC peer tutor expectations
- ✓ Signed consent & release for photos
- ✓ Signed & filled out UCC payroll authorization (PAF)
- ✓ Signed & filled out automatic deposit authorization slip
- ✓ Complete I-9 & W-4 available at Human Resources
- ✓ Signed FERPA quiz sheet
- ✓ Signed confidentiality sheet

Terrance Bradford, Learning Skills Director, ESB 15
(541) 440-7733