



**Academic Resource Center**  
Tutoring Session Time Sheets

**Time Sheets Due:**

**IF** the Academic Resource Center is **NOT** your home department, time sheets are due by Tuesdays at 12pm.

**IF** the Academic Resource Center **IS** your home department, time sheets are due by Wednesday at 9am.

**Tutor Name:** \_\_\_\_\_ **GO Card#** \_\_\_\_\_

<b>Date</b>	<b>Day</b>	<b>Start Time</b>	<b>End Time</b>	<b>Total Hours</b>	<b>Tutee Name</b>	<b>Tutees' Signature</b>
	<b>Wednesday</b>					
	<b>Thursday</b>					
	<b>Friday</b>					
	<b>Saturday</b>					
	<b>Sunday</b>					
	<b>Monday</b>					
	<b>Tuesday</b>					

**Weekly Total:** \_\_\_\_\_ (Round to the nearest 15 minutes)