

Academic Support Center: Referral Form

INSTRUCTIONS: Please check the corresponding box(es) below. If you are submitting this form to request the student receive assistance in the Math or Writing Labs, please fill out Section I and sign below. If you are submitting this form to request the student receive one-on-one tutoring, fill out the information in both Section I and II as well as signing and dating the form.

Math Lab
 Writing Lab
 One-on-One Tutoring Session

Section I

Date: _____ Name of Course and Professor: _____

Name: _____ ID #: _____

Address: _____ City: _____ State: ____ Zip code: _____

Home Phone: _____ Cell: _____

Email: _____

Section II

Times Available for Tutoring: Please enter times available in the following format 08:30-11:30

Monday	Tuesday	Wednesday	Thursday	Friday

Student Expectations and Responsibilities:

- Students will arrive to tutoring sessions and/or lab hours on time.
- Students should be prepared for each tutoring/lab sessions by bringing materials and having questions ready for tutors. Papers/Homework assignments will not be completed during sessions.
- Students are responsible for completing their work. Tutors are not.
- Cell phones should be on silent or turned off during tutoring sessions.
- If you are unable to attend a tutoring session, please contact Mrs. Pavey and/or your tutor. (This should not be a regular occurrence. If tutoring time needs to be adjusted please see Mrs. Pavey)
- Students who miss 2 sessions without notice or cancel on a frequent basis must see Mrs. Pavey for continuation of tutoring services.
- Students should wait 15 minutes for their tutor. If your tutor has not arrived please check with Mrs. Pavey.
- Students should remain with their tutor during tutoring sessions and should not interrupt other students' tutoring sessions.
- If your tutor has a tutoring session after yours, please be respectful and end your session on time.
- Tutoring is designed to enhance a student's learning experience; however, tutoring does not ensure a passing grade.

Student Signature: _____ Date: _____

Instructor Signature: _____ Date: _____

By checking this box I affirm that the name typed above represents my official signature.

Coordinator Signature: _____ Date: _____