Instructor Referral - Academic Learning Center

Referral to (check only one):

☐ ENGLISH TUTORING LAB  ☐ MATH/SCIENCE TUTORING LAB

STUDENT LAST NAME: Please Print

STUDENT FIRST NAME: MIDDLE INITIAL: Please Print

STUDENT ID #: 

Instructors: Please complete the section below

Please enter the course for which you are referring this student for tutoring:

Prefix (course letters) - Course number - Title of course

On the back of this sheet, please write the reason you are referring this student and/or any specific instructions.

INSTRUCTOR NAME (please PRINT):

INSTRUCTOR SIGNATURE: 

Students: Please read and complete the section below

The Academic Learning Center is located in the Ferguson Building. Our hours are posted on the door and on our website. This is a drop-in, open lab. No appointments are necessary, and you may come in any time you need help. When you arrive, please log in at the front desk. Log out when you leave. Bring your course materials with you.

This lab is not a study hall for working on homework. If you are not seeking tutoring, please do not log in. If you are looking for a quiet place to complete homework assignments alone, use the library or an empty classroom.

Our goal is to assist you with the skills you need in order to be successful in your courses. Therefore:

We encourage you to formulate questions carefully, use On Course ideas, and actively discuss your work with tutors. We cannot assist you with homework or assignments to be graded. You must complete these on your own. We will answer questions about work that has already been graded (old tests, etc.) and provide practice questions. We have practice sheets, books, and other materials that you may use at any time. Ask a tutor if you need anything. Please do not remove any books or learning materials from the lab. Be respectful of others at all times. You can NOT be in the lab while you are scheduled to be in class. You must have a signed green sheet from each course for which you need tutoring. Whenever you start a new class, you will need a new green sheet.

Please let your tutor know if there are any specific accommodations or types of exercises that will help you use our services more effectively. Any information you share with us will be kept confidential.

By signing below, you acknowledge that you understand the rules of the Academic Learning Center labs.

STUDENT SIGNATURE: 

FOR OFFICE USE ONLY--do not write below this line

Entered by: Date: 