



Serving Richmond and Scotland Counties

Academic Success Center Tutorial Form

Dear Instructor,

Your student requests tutoring for your course and must be referred by his or her instructor. State auditors require that the course instructor sign a Tutoring Referral Form, indicating how the student needs help. Please complete the referral form and have the student return it to the Academic Success Center in the Learning Resources Center (LRC). Thank you for your assistance.

Student's FULL Legal Name _____ Student ID# _____
Course Code-Section _____ Semester _____ Year _____
Course Instructor _____

This student needs help with specific skills (grammar, math, writing, etc.):

Instructor's Signature _____ Date _____

Dear Student,

Richmond Community College is dedicated to its students, providing the best supplemental learning experiences. Tutorial services support students' learning needs in a relaxed, encouraging atmosphere with various types of tutoring as well as online learning opportunities. Your commitment to student success is commended, and professionals coordinating tutorial services look forward to helping you strengthen your skills and conquer learning obstacles. By obtaining your instructor's referral and following guideline, you agree to abide by tutorial policies and to conduct yourself according to Richmond Community College's policies and procedures. Your signature on this form also gives RCC permission to use your photograph in brochures and other publications used to market resources of the college.

Student's Signature _____ Date _____

This student seeks assistance in the following services:

- _____ Academic Success Center
- _____ RCC Math Lab (Conder 108) *Students must bring class notes to each session*
- _____ RCC Oral and Written Center (Conder 106)
- _____ RCC Typing Test
- _____ Upswing Online Tutoring