



## Academic Success Center Tutor Referral Form

*Serving Richmond and Scotland Counties*

---

We would appreciate your assistance in referring students whom you feel would be qualified to be a tutor and a great asset to the Academic Success Center.

We are interested in students who possess effective communication, analytical, and problem-solving skills. The student needs to demonstrate subject matter competency by earning a final course grade of B or higher. Please note that tutors will be selected on the basis of their potential to be an effective tutor as well as be sensitive and patient with regard to the unique needs of students seeking academic assistance. Finally, the ability to work well with students from diverse backgrounds will be an important consideration.

Once you have identified students you believe are qualified tutor candidates, please forward this referral to:

Academic Success Center  
SheVonne Lockhart - Day Coordinator (910) 410-1755 smlockhart@richmondcc.edu  
Catina Jones - Evening Coordinator (910) 410-1896 ccjones@richmondcc.edu

Name of Person Making Referral: \_\_\_\_\_ Course(s): \_\_\_\_\_  
Phone #: \_\_\_\_\_ Email: \_\_\_\_\_  
Student's Name: \_\_\_\_\_ Identification Number: \_\_\_\_\_  
Student's Phone: \_\_\_\_\_ Student's Email: \_\_\_\_\_

Please provide us with your recommendation regarding the applicant's ability to work without ongoing supervision, dependability, professionalism, quality of previous academic work, interpersonal skills, as well as evidence of effective communication and analytical skills:

---

---

---

Please give an overall rating that indicates your judgment regarding the applicant's potential to become a successful tutor:

1- Marginal 2-Satisfactory 3-Very Good 4-Excellent

Please feel free to duplicate this form if you will be making multiple referrals. Once again, we appreciate your support and thank you for your assistance.