

For Office Use Only

Date Received: _____

Requested Hours: _____

Received by: _____

**TUTOR REGISTRATION PACKET
FOR
ACADEMIC SUCCESS CENTER**

STUDENT GUIDELINES

The student will abide by all policies and procedures of Richmond Community College.

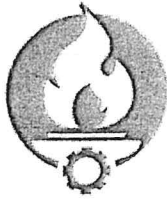
- The student will be punctual and reliable. If the student will be absent, the tutor and/or Lead Coordinator will be notified as soon as possible. The student will login and logout every attendance to an Academic Success Center tutoring session.
- The student will provide the tutor with a copy of the course ICR, student schedule, and keep the tutor informed of any tests or special projects. Occasionally, the tutor may need to contact an instructor for additional input for any given project. All tutor/instructor meetings are scheduled through the Day Coordinator.
- The student will wait 15 minutes for a tutor before reporting the tutor's absence to the Day Coordinator. The same is true for tutors – they will wait for only 15 minutes. If a student has two consecutive No Shows, they must meet with the Day Coordinator before receiving further tutoring services.
- The student will complete (3) evaluations as provided by the Academic Success Center Day Coordinator. Tutors and signs will remind students to complete the evaluations.
- For you to get the most out of the tutoring service, you will be assigned a tutor who will work with you at your own speed. However, in order to make progress, you will need to attend regularly. Please sign the agreement below if you intend to participate in the tutoring program.
- I will regularly attend the tutoring sessions and will call the tutor or Day/Evening Coordinator if I cannot meet at the appointed time.

I have read the Student Guidelines for applying for a tutor. I understand if I miss two (2) consecutive tutoring sessions of intermittently refrain from attending sessions without contacting the tutor or the Day/Evening Coordinator, I will be dropped from the program.

Student Signature

Date

Return the completed packet to the Academic Success Center Day Coordinator, Room 101, LRC Building for processing.



—SINCE 1964—
RICHMOND
COMMUNITY COLLEGE

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 services of the college.



Student's Signature _____ Date _____

This student seeks assistance from the following services:

- _____ Academic Success Center
- _____ RCC Math Lab (Conder 108)
- _____ RCC Oral and Written Center (Conder 106)
- _____ Upswing Online Tutoring



Serving Richmond and Scotland Counties

1042 West Hamlet Avenue
Post Office Box 1189, Hamlet, NC 28345
(910) 410-1755
Fax (910) 582-7045

CONSENT FOR RELEASE OF CONFIDENTIAL INFORMATION

I, _____, _____, _____,
(Name of Student) (Date of Birth) (Student ID Number)

authorize the Richmond Community College staff and faculty to disclose to the Academic Success Center information regarding my student records. I understand that my records are protected under confidentiality legislation and cannot be disclosed without my written consent unless otherwise provided for in the regulations. I understand that I may revoke this consent at any time except to the extent that action has already been taken. I understand this information will be used for the sole purpose of monitoring my academic progress while in the tutorial program at Richmond Community College.

(Signature of Student)

(Date)

(Signature of Parent or Guardian, if under 18)

(Date)

(Signature of Witness)

(Date)

I revoke the above consent: _____
(Signature of Student) (Date)

STUDENT CONTACT INFORMATION

NAME: _____

Last	First	Middle Initial
Street or PO Box		Home Telephone or Cell Phone
City	State	Zip
Email Address		

Course in which you need tutoring:

Course Prefix & Number	Section	Course Name	Instructor	Time	Day(s)
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STUDENT SCHEDULE

The more free time you include on your schedule, the better chance we will have of finding a tutor for you. Please fill in your schedule using the legend below:

CT = class time
 FREE = time available to be tutored
 X = times NOT available

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00 – 8:30					
8:30 – 9:00					
9:00 – 9:30					
9:30 – 10:00					
10:00 – 10:30					
10:30 – 11:00					
11:00 – 11:30					
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12:00 – 12:30					
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6:00 – 6:30					
6:30 – 7:00					
7:00 – 7:30					
7:30 – 8:00					
8:00 – 8:30					

HELPFUL HINTS FOR STUDENTS

- Attend every class. Research shows that students who attend class regularly receive higher final grades than students who miss classes.
- Sit in the front of the class; listen attentively, ask questions; be sure that you understand the answer.
- Take notes on how the instructor solves problems so that you can use that for an example later.
- Do your homework as soon after class as possible; complete all your homework; keep up with assignments so that you will not have to cram at the last minute for exams.
- Do not take your homework to a tutoring session and ask the tutor to do your homework!
- Review and organize lecture notes as soon after class as possible.
- Organize your time: use a calendar to plan assignments for the semester, use a daily/weekly written study schedule.
- Schedule a time to study and stick with it.
- When studying, have all necessary supplies (pencils, paper, markers, etc.) available.
- Survey or look over a chapter BEFORE READING IT. Don't underline or highlight extensively; look for the main points.
- Work for short periods of time. Don't cram for hours. Take short breaks; have a snack, stretch, walk around, get a breath of fresh air, then come back to studying.
- If you are stuck on a problem, stop working on it. Come back to it later.
- Don't try to study when you are extremely tired.
- After a test, correct wrong answers. Keep the test, if possible, to use as a study guide for the next test. Ask your tutor to show you how to do this after the first test. **IMPORTANT: Even though the tutor cannot do your homework, you can take the missed problems from the test and ask your tutor to give you more examples of the same problem so that you can learn how to work the problem.**
- Re-work old assignments/problems, don't just re-read the text.
- Test yourself; ask your tutor to test you; put important facts/definitions, etc. on index cards and use as flash cards.
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- Be aware of your own weaknesses and strengths.
- If you are having difficulty in a course, make an appointment with the instructor to discuss the problems.
- Contact your counselor in Student Development and take advantage of support services available.