



Serving Richmond and Scotland Counties

## Academic Success Center Referral Form

Referral Type

- Student Initiated  
 Instructor Initiated

Dear Instructor,

In order for a student to receive tutoring for your course, a referral must be made 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 \_\_\_\_\_

Current grade in class \_\_\_\_\_

Referring based on past student performance?

- Yes       No

\_\_\_\_\_

Dear Student,

Richmond Community College is dedicated to its students by 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 guidelines, 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