

Tutor Referral Form

Tutoring and Writing Center

1. **In order to receive tutoring services, you must visit your instructor first for assistance and have your instructor sign & date this form!**
2. **Do not combine subjects on this form; fill out a new one per subject.**
3. **Return completed form (p. 1 & 2) to the Tutoring and Writing Center (TWC).**
4. **The TWC Coordinator will E-MAIL you within 48 hours to set up a time for an assessment.**

The following section must be completed by the Student:

Student Name (Please print): _____ ID#: _____ Date: _____

Phone #: _____ JCC Email: _____@mail.johnstoncc.edu

Course: (list the subject & course #) _____

Semester: (check one) Fall _____ Spring _____ Year: _____

1. What problems are you having with this class? (Briefly list the issues, please be specific)

2. How many times have you taken this course? _____

3. Have you used a tutor before or any other academic resources for help in this course such as: (Academic Skills Center, SMARTHINKING-“Online Tutoring”, Library, etc?) If yes, please list what you have used?

The following section must be completed by the Instructor:

Instructor Name (Please print): _____

Instructor Signature: _____ Date: _____

I understand and recommend that my student receive tutoring help from the TWC in the following area(s):

The following section will be completed by the TWC Coordinator:

Initial Contact Date: _____ Assessment Date: _____

Tutor Assigned: _____

Additional Comments: _____

TUTORING RULES & EXPECTATIONS

TUTORING RULES & EXPECTATIONS STUDENT AGREEMENT

1. Students are expected to be fully prepared and bring the following items to each tutoring appointment: (Syllabus, textbook, calculator, notebook, writing utensils, etc).
2. Students are expected to have all homework and other materials completed prior to the tutorial session and have appropriate questions prepared.
3. Students can receive tutoring in multiple subject areas.
(See Course & Tutor Availability list on TWC web page)
4. Students can schedule appointments for up to one hour per session, no more than twice a week per subject.
5. If you are running late, need to cancel your appointment, drop the course in which you are receiving tutoring, or will no longer need tutoring, please email and/or call the TWC Coordinator a.s.a.p.
6. If a student is a no call/no show for two scheduled tutoring appointments, they will forfeit their appointment times and must meet with the TWC Coordinator to discuss reinstatement. **(After 15 minutes from the start of a scheduled appointment, a student is then marked as a No Call/No Show if they have NOT notified the TWC or their Tutor of their absence.)**
7. Tutors will provide reinforcement of classroom instruction through demonstration, explanation, clarification, modeling, etc.
8. The Tutor will NOT: do your homework for you, “cram” with you for a last minute study session, write your paper, give you the answer, give you a topic/idea, or perform under an unreasonable time limit.
9. Tutoring will not necessarily result in perfect work and does not guarantee an “A”.
10. Should conflicts occur due to scheduling, personalities, or any other concerns between a student and tutor, please contact the TWC Coordinator directly to make any appropriate changes or adjustments.

I, _____, fully understand and agree to the listed rules and expectations for receiving tutoring services from the Tutoring and Writing Center. The policies have been explained to me and I will adhere to them to the best of my ability. Violation of this agreement could result in loss of tutoring services.

Student Signature: _____ Date: _____