Campus Academic Resource Program
Referral Form for Tutoring

INSTRUCTIONS:

- Fill out the form below, providing as much detail as possible. Please note that this form must be completed collaboratively by the professor and the student.
- Submit this form to CARP’s Administrative Office in HSS 346. We are open Monday through Thursday from 9:00AM-8:00PM and Friday from 9:00AM-2:00PM.
- CARP’s Senior Program Coordinator and the appropriate Unit Coordinators will review this form, and a CARP staff member will contact you with additional details.

Student Information:

Name: _______________________________ Course: _______________________________
Phone: _______________________________ Email: _______________________________

Professor Information:

Name: _______________________________ Email: _______________________________

What form of tutoring do you believe would most benefit the student? (See below for more detail)

☐ Contracted Appointments  ☐ As Needed Appointments

- **Contracted Appointments**: Pre-arranged weekly sessions at the same time with the same tutor. Contracted appointments are reserved for students who will benefit most from more structured academic support.
- **As Needed Appointments**: Students can make appointments as they are needed, up to two appointments per week per unit. Appointment times and tutors can vary. Most students who come to CARP utilize as needed appointments.

*Contracted appointments are offered at the discretion of the CARP Senior Program Coordinator. Completing this form does not automatically guarantee a contract.*
Campus Academic Resource Program
Referral Form for Tutoring

Please complete the appropriate category (WRSS or MSB), providing the specific topics in which the student requires further support.

Writing, Reading and Study Skills (WRSS) Unit
Grammar (e.g. verb tenses, articles):
____________________________________________________________________________
____________________________________________________________________________

Reading (e.g. comprehension, annotating):
____________________________________________________________________________
____________________________________________________________________________

Writing Process (e.g. brainstorm, outline):
____________________________________________________________________________
____________________________________________________________________________

Writing Conventions (e.g. transitions, topic sentences):
____________________________________________________________________________
____________________________________________________________________________

Study Skills (e.g. time management, note-taking):
____________________________________________________________________________
____________________________________________________________________________

Other (please explain):
____________________________________________________________________________
____________________________________________________________________________

Math, Science, and Business (MSB) Unit
Understanding concepts:
____________________________________________________________________________
____________________________________________________________________________

Retaining information:
____________________________________________________________________________
____________________________________________________________________________

Converting from word problems to equation form:
____________________________________________________________________________
____________________________________________________________________________

Analyzing content (e.g. reading data tables or graphs):
____________________________________________________________________________
____________________________________________________________________________

Other (please explain):
____________________________________________________________________________
____________________________________________________________________________

Additional Questions:
Please complete this section with as much detail as possible. Some questions will be for the professor while others are for the student.

(See Next Page)
Campus Academic Resource Program
Referral Form for Tutoring

Professor:
1. What types of assignments will this course require? Please provide any important details that CARP should be aware of about the course.

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Student:
2. What concerns do you have about the tutoring process?

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

3. What are your goals for seeking academic support at CARP? Please be specific.

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

4. Is there any additional support you will need that we should be aware of in order to best help you with your academic pursuits?

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

5. What learning strategies have worked or not worked for you in the past? Please be specific.

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Professor Signature: __________________________ Date: ________________

Student Signature: __________________________ Date: ________________