**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  ☐ Adviser  ☐ Disability Specialist

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.*

---

1
### 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

Referrer:
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.
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________

Referrer Signature: ______________________________ Date: _________________

Student Signature: ______________________________ Date: _________________