

# Academic Support Center Referral

Located in ASC 603 (above the College Store)

I recommend that the student below be referred to the ASC for  Tutoring  Academic Coaching

Please complete form and send to Nick Shepherd in Academic Support Center by email at [nshepher@rcsj.edu](mailto:nshepher@rcsj.edu) or through interoffice mail. If additional forms are needed, they can be found on the Academic Support Center homepage under Faculty Resources. Please inform students of our location.

**Student's Name** \_\_\_\_\_ **Date** \_\_\_\_\_

**Instructor's Name** \_\_\_\_\_ **Instructors' phone #** \_\_\_\_\_

**Instructor's email** \_\_\_\_\_ **Course** \_\_\_\_\_

**Student needs improvement in ....**

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**Special instructions:**

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## Tutor's Comments

**The student has attended a tutoring session in the Academic Support Center.**

**Date** \_\_\_\_\_ **Time Spent** \_\_\_\_\_

**Date** \_\_\_\_\_ **Time Spent** \_\_\_\_\_

**Tutor's Comments**

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**Additional session (s) needed** \_\_\_\_\_ **Another session scheduled** \_\_\_\_\_

**Tutor's Signature** \_\_\_\_\_