

TUTORING/WRITING CENTER REFERRAL FORM
Room 201 2nd Floor Sheffield-Thompson
706-233-7572

Faculty: Please complete this form and give it to your student. When he or she contacts the Peer Tutoring Center or Writing Center, we will complete the bottom section and have the student return it to you. We will also be available to discuss your student's progress. Please contact us if you have any questions.

Writing Center: writingcenter@shorter.edu

Peer Tutoring Center: tutoring@shorter.edu

Students: You have been referred to either the Writing Center or Peer Tutoring Center. To schedule an appointment, log onto scholar, click on the "campus life" tab, then click on the "tutoring" link (left side of the page, between "international programs" and "work study"). Read the policies and procedures, then scroll down to "schedule an appointment" to select your tutor and appointment time.

Take this form with you to either the Writing Center or the Peer Tutoring Center. Both are located in Room 201 on the 2nd floor of Sheffield-Thompson. Appointments should be scheduled at least 24 hours in advance. If you have any questions, you may call our office at 706-233-7572.

STUDENT'S NAME: _____ DATE: _____

REFERRING INSTRUCTOR: _____

COURSE TITLE: _____

TYPE OF APPOINTMENT: one-time short-term (2-4 mtgs.) weekly

On which skills or concepts should tutoring focus:



Referral Report

_____ attended a tutoring/writing center (circle one) session on _____.
_____. If you have any questions, please contact academic services at 706-233-7572.

Tutor's signature: _____ Date: _____

Note: The Writing Center and Peer Tutoring Center do not accept responsibility for lost or unreturned forms. Instructors may contact the Center via e-mail or phone for confirmation of the students' visit.

APPOINTMENTS MUST BE CANCELLED AT LEAST 24 HOURS IN ADVANCE!