

One-to-One Tutor Referral Form

Red Rocks Community College

Ruth Wengrovius, Tutor Coordinator
303-914-6701 / ruth.wengrovius@rrcc.edu

Instructor: Tutoring is available for students who are receiving a C or below and who have used other resources to help themselves learn the material. **Please complete the following:**

Instructor Name: _____ Course Number: _____

How can the Tutor Coordinator contact you? _____

Has this student requested help from you? _____ Have you met with him/her outside of class? _____

Has this student **either** participated in a study group? _____ **or** made a reasonable attempt to establish a study group? _____

Have you referred this student to the walk-in tutoring available in the LARC/your subject area? _____

What do you believe is causing the student's difficulty in learning the material? **Be as specific as possible.**

Instructor's Signature

Date

Student: Please complete the following:

Date: _____

Degree Program: _____

Major: _____

Student ID ("S") Number: _____ E-mail address: _____

Name: _____

Street Address: _____

City: _____ Zip Code: _____

Phone: Home: _____ Work: _____ Cell: _____

Male/ Female (M/F): _____

What do you believe is causing your difficulty in learning the material?

Office Use Only

Tutor Name

Phone

Date Contacted

| Office Use Only | Tutor Name | Phone | Date Contacted |
|-----------------|------------|-------|----------------|
| | | | |
| | | | |
| | | | |

Service Hours: _____ Grade: _____

Comments: _____

Procedure to Receive Tutorial Assistance at Red Rocks Community College

1. Ask your instructor for help.
2. Form a study group with other students in your class. Fill out the “Study Group Central” room reservation form available at the Student Life desk.
→ You can request that a tutor meet with your study group! ←
3. Use the walk-in tutoring available in the LARC and/or your subject area.

If you have done all of these things and are still in danger of failing the class, you may request one-to-one tutoring by following the steps below:

1. Take this sheet to the instructor of the class in which you would like to receive one-to-one tutoring and have the instructor complete the “instructor” portion of the Tutor Referral Form on the opposite side of this sheet.
2. Complete the “student” portion of the form.
3. Contact the tutor coordinator by phone (303-914-6701) or by e-mail (ruth.wengrovius@rrcc.edu) and make an appointment to meet with her to determine eligibility.
4. Meet with the tutor coordinator. Her office is room 1266 in the LARC. Be sure to bring the completed Tutor Referral Form with you!

NOTE: No tutoring requests will be accepted during the last three weeks of the semester.

Ruth Wengrovius, Tutor Coordinator
Room 1266, Learning and Resource Center
Red Rocks Community College
303-914-6701 / ruth.wengrovius@rrcc.edu