



TUTORING REFERRAL FORM

INDIVIDUAL STUDENT

Writing Center

LS 110E: SUPERVISED TUTORING

As per Section 58170(e) of Title 5, all students must be referred by an instructor to receive supervised tutoring and must register on their own.

Student's Last Name: _____	First Name: _____	MI: _____
WVC ID #: _____	Mobile Phone: _____	
Email: _____		
(Please write legibly)		
Course for Which You Seek Writing Tutoring (i.e. HIST 17A): _____		Sec. #: _____

TO THE INSTRUCTOR/COUNSELOR: Indicate in which areas the student may benefit from Writing Center tutoring. Check all those that apply:

- Writing skills: (Check all those that apply)
 - Starting an assignment and/or generating ideas
 - Developing details
 - Paragraphing and organization
 - Maintaining focus
 - Revising
 - Strengthening critical thinking
 - Documenting Sources (Tutors are trained primarily in MLA Style.)
- Reading fluency, comprehension and/or process
- Writing, reading, and oral skills for language learners
- Language-based math skills, including statistics
- Study skills: time management, prioritizing, setting goals, and/or identifying campus resources
- Keyboarding / word-processing using Microsoft Word

COMMENTS: _____

Referring Instructor/Counselor: _____ Signature: _____
(Please print full name)

Department: _____ Date: _____

TO THE STUDENT: Have your classroom instructor or counselor sign this form and indicate your areas of need after you complete the box above. Bring the completed form to the Writing Center (WC) inside the Library. WC staff will assist you in completing the registration process. A non-credit course, LS 110 is free of charge and does not affect your GPA.

Portal registration and FormSmarts completed. _____
(WC staff name and date)