SCC Writing Center

Tutoring Referral Form

Required:
• Instructor/counselor signature to verify need for tutoring
• Enrollment in HS 1000 (Writing Center section)

To Be Completed by the Student:

Date _____ / _____ / _____ Semester ______________________

Name (Print) ___________________________________________ Student ID# ______________

Last First

Phone __________________ Email address ________________________________

Request for tutoring in (Course) ____________________________________________

Instructor ________________________________________________

How many semesters have you been a student at SCC (check one box)?

☐ 1  ☐ 2  ☐ 3 or more

May we email you at the end of the semester to ask about your progress in your class? Yes ____ No ____

Are you working with a tutor today? Yes _ No __ If “Yes,” at what time? ________________

To Be Completed by the Instructor or Counselor:

If you feel that your student would benefit from supervised tutoring, please fill out this form and have him/her return it to the Writing Center desk (LRC-144).

I refer __________________ to the Writing Center.

Student’s Name

_________________________ ________________ ____________

Course Code Subject/Catalog # Day/Time

Instructor/Counselor Name (Print) ________________________________

_________________________ Date _____ / _____ / _____

Signature

*Students: If the Instructor/Counselor does not fill out the above information, please do so. Also, remember to enroll in HS 1000 (Writing Center section). It is zero units and no fee.
Writing Center Policies

Important: Please read these guidelines before your first tutoring session!

• Our tutors cannot edit or complete an essay for you!
  o We can only point out patterns of error, review grammar rules and make suggestions for revision.
  o We cannot do your work for you, but we will help you learn how to do it for yourself.

• We cannot tutor students working on essays due the same day.
  o The reason for this rule is to give students enough time to revise their work.

• Tutors cannot help with in-class assignments, or take-home midterms and finals, without the instructor’s explicit permission.

• Expect to make an appointment if you wish to be seen by a tutor.
  o The Writing Center can become quite busy throughout the semester, and without an appointment, we cannot guarantee you will be seen.
  o Making an appointment also gives us the ability to match up your needs (course, assignment, etc.) with the skills of a specific tutor.

• Please be on time. We will only hold your appointment for 10 minutes.
  o After 10 minutes, we may give your appointment time to another student.

• Student writers cannot miss more than one (1) appointment per semester without cancelling.
  o If you are going to miss an appointment, please call or drop by the Writing Center before the appointment time to let us know.
  o After missing a 2nd appointment without letting us know in advance, your name will be put onto the “No-Call/No-Show” list, and you will not be allowed to make appointments for the rest of the semester.
  o Students who are on the “No-Call/No-Show” list can still attend walk-in sessions.

• We have Walk-In hours Mon.—Fri. from 1 p.m. to 2 p.m.
  o During this hour, students are seen on a “first come, first served” basis. We do not schedule appointments for this hour.
  o If you cannot— or don’t wish to— make an appointment, try this time.

• Tutoring sessions usually last 55 minutes.

• Students are limited to one tutoring session per day and two per week.
  o This includes both Walk-In sessions and scheduled appointments.
  o It also includes sessions under 55 minutes.

• You must log in and out on the computer for every tutoring session.
  o Use the computer located next to the front desk.
  o To log in, enter your Student ID# (no ‘W’), then select the course for which you’re receiving help.
  o To log out, simply enter your student ID# again.

• We can only work with students who are currently enrolled at SCC.
  o If you are enrolled at another Los Rios campus, contact the tutoring center on your campus.
  o If the class for which you are seeking help is at another college, we cannot help with those assignments.

I have read and understand all of the policies outlined above.