



OFFICE OF INSTRUCTION

SPRING 2012

ILA 800 SUPERVISED TUTORING REFERRAL FORM

Course/Section Referral Form
Supervised Tutoring – ILA 800

Student Name: _____ Student ID #: _____

RCCD Email: _____ Date: _____

Course Name: _____ Section #: _____

Referring Faculty: _____ Faculty Signature _____
(Please print full name)

The student can benefit from one-on-one learning sessions in the following area(s): (check all that apply)

- Grammar, punctuation, spelling, composition and/or writing skills. (ILA 800 – **23182/ENG**)
- Reading fluency, comprehension and/or study skills. (ILA 800 – **23184/REA**)
- Writing, reading and oral skills for second language learners. (ILA 800 – **23183/ESL**)
- Information processing, knowledge of basic computer applications, accounting, or business skills. (ILA 800-**23177/ACC**; ILA 800 – **23181/CAT**; ILA 800 – **23180/CIS**; ILA 800 – **23185/BUS**)
- Math and computation skills and/or reduce math anxiety. (ILA 800 – **23179/MAT**)

NOTES/COMMENTS: _____

TO THE STUDENT: Have the instructor sign this form. Please bring the completed form to Humanities 113 and a staff member will assist you in enrolling in the correct section. ILA-800 is provided free of charge to help students succeed in their academic courses. ILA-800 is not an academic credit course and is not graded. Students participating in ILA-800 can receive supervised tutoring, study skills development, and assistance in understanding college course assignments.

Subjects:	Service Locations:
English, Reading & ESL	→ Writing and Reading Center, HM 232
ACC, BUS, CAT, & CIS	→ CIS Lab, SCI 151
Mathematics	→ Math Lab, HM 220

OFFICE USE ONLY: In the STPE screen, enter the first section number that correlates with the discipline for which the student is first receiving supervised tutoring to indicate who has the original referral. Then add all other sections the instructor has referred the student for in any order. Make sure you select the correct ILA 800 section and indicate “approved” on the screen.

IO Staff Initials _____