The Learning Center
Individual Student Referral Form

For Non-Credit Courses and Tutorial Assistance

Tutorial assistance and Non-Credit Classes are FREE services for students. Print this form.

1. Complete Student Information (Section 1) as fully as possible. (Note: if you wish to refer an entire class, for example to take a short Non-Credit Class or simply for an orientation, contact Curt Riesberg at 310-287-4486 or email at riesbecd@wlac.edu or Tim Russell at 310-287-4318 or email russeltm@wlac.edu for arrangements.)
2. Students take this completed and signed form to the Learning Center front desk. Students will receive an Add Slip for Supervised Learning Assistance (SLA 1T). This is free; no fees.

Section I: Student Information

Student Name: _____ _____
Last First

Student ID: 88-_____ Email: _____ Phone:_____

Course Name: _____ Section#:_____

Section II: Instructor/ Counselor

Please complete this form for each student whom you wish to refer for supplementary assistance. The Learning Center staff can also provide *Verification of Participation**, as requested.

Referring Faculty Name: _____Fac. Contact info: _____

Check one: Counselor____ Instructor_____ ***Verification*** requested: Yes_____ No_____

Requested Assistance: (please be patient: not all subjects will have tutors available at all hours of every day; we will make efforts, though, to accommodate students as best we can; refer *before* crisis point)

____ Essay Skills (**Writing Lab**) ___Writing – Grammar/Spell/Vocab. ____ ESL (area_____)

_____ **Math** (area_____) ____Statistics ____Economics ___PoliSci/Soc/History

_____ **Sciences** (Specify _____) ___Other (Describe) _____

NON-CREDIT Courses: These brief modules are designed to take about 5-6 hours to brush up student skills in a self-paced, flexibly-scheduled manner, and can be completed during any hours we are open.

Math: _____ Fraction Review
_____ Decimal Review
_____ Ratios/Proportions/Percents
_____ Geometry and Measurement Review

_____ **Algebra:** Basic Number Ideas
_____ Algebra: Graphing Basics
_____ Algebra: Math Sentences
_____ Algebra: Equations and Formulas

Language Arts: _____ Sentence Fundamentals
_____ Punctuation and Capital Letters
_____ Practical READING

Faculty Signature: _____ Date: _____