

# Referral Form

## ARC/Writing & Reading Center

**To the student:**

Your instructor is referring you to the Writing/Reading Center so that you may benefit from the writing or study skills help we can offer you. Please bring this form to the Center in LART, Room 220, as soon as possible.

When you arrive, please ask to speak with the Director, Amy Parelman, or the Assistant Director, Noreen Cleffi, to arrange the appointment. They are available Monday through Friday, from 9:00 a.m. to 4:00 p.m. If neither one is around, please give this form to an available receptionist and have him or her set up an appointment for you. We are open for tutoring Mondays through Thursdays from 8:00 a.m. – 7:00 p.m. and Fridays from 8:00 a.m. – 4:00 p.m. If necessary, feel free to call the Center at 508-999-8710 to set up the appointment.

We can help you the most when you have prepared yourself for the tutoring hour. Plan to come to your scheduled session with the necessary books, notes, class material and assignment sheets.

We look forward to working with you.

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**To be completed by the instructor:**

Student's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor: \_\_\_\_\_

Course Number/Name: \_\_\_\_\_

Topics or skills to be addressed:

Would you like to be informed periodically about the student's weekly attendance?

\_\_\_\_\_ Yes    \_\_\_\_\_ No