



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 I) 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 Tim Russell at 310-287-4318, email russelmtm@wlaac.edu or Jeanene Ames at 310-287-4508, email amesjl@wlaac.edu)
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 _____
 Course Name: _____ Section#: _____ Phone: _____

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 Algebra: Basic Number Ideas
 Decimal Review Algebra: Graphing Basics
 Ratios/Proportions/Percents Algebra: Math Sentences
 Geometry and Measurement Review Algebra: Equations and Formulas

Language Arts: Sentence Fundamentals
 Punctuation and Capital Letters
 Practical READING

Faculty Signature: _____ Date: _____