

## COURSE ASSISTANCE REQUEST (CAR)

**Need assistance for a course for which Group or Walk-In tutoring is not offered?  
The Academic Success Center (ASC) wants to partner with you so you can optimize your learning!**

**Please fill in the sections below COMPLETELY and PRINT LEGIBLY.**

Student Name: _____ Ph.#: _____	
FRCC email: _____@student.ccs.edu _____	
Student ID (S#): _____	
Course Name: _____	Course Number and Section: _____
Professor Name: _____	
Major/CTE Program: _____	
What are your specific areas of concern for this course? Please be specific. _____ _____ _____	
Which of the following resources have you tried?	
<input type="checkbox"/> Conferenced with Instructor <input type="checkbox"/> Academic Support Lab <input type="checkbox"/> Other: _____	<input type="checkbox"/> Math or Writing Center - VLH <input type="checkbox"/> Study Groups <input type="checkbox"/> Registered with DSS
<div style="border: 1px solid gray; width: 100px; height: 30px; display: inline-block;"></div> <small>STAFF USE ONLY</small>	

<b>Student Signature</b>	<b>Date</b>
<b>Instructor Signature</b> - Your signature acknowledges student attends class regularly.	<b>Date</b>

**FOR STAFF USE ONLY**

ACTION	DATE	SIGNATURE	COMMENTS
Course Assistance Request received			
Resource identified			
Student e-mailed notification			

## HOW TO RECEIVE COURSE ASSISTANCE

1. Students should fill out the Course Assistance Request form **completely and accurately**. Without complete information, the Academic Success Center (ASC) cannot place a student with a tutor. This information includes an S number, the instructor's name, the instructor's signature and the student's signature to verify that the student has met with the instructor prior to the request and is attending class and available support options.
2. Once students have completed the Course Assistance Request form, they must submit it to staff at the main circulation desk in the College Hill Library/Academic Success Center.
3. **After a student completes the request, an ASC staff member will contact the student for a follow-up meeting.** ASC staff are committed to helping students identify an academic support option for the requested course that can equip students with tools and resources they need to succeed in the course. Assistance to a requesting student may come in the form of helping the student:
  - a. establish an independent study group,
  - b. utilize an effective campus resource,
  - c. attend sessions with a current ASC tutor, or
  - d. learn new study habits.

All students enrolled in the course will be notified of the support options available to them.

4. The ASC partners with **Disability Support Services** in order to accommodate students with individual tutoring needs. **Documentation on file with DSS is required.**

**Have additional questions about Course Assistance? Please contact Pandi Bromley, ASC Coordinator, at [Pandi.Bromley@frontrange.edu](mailto:Pandi.Bromley@frontrange.edu) or call 303.404.5372.**

## INFORMATION FOR STUDENTS REQUESTING COURSE ASSISTANCE

1. Students who are eligible for academic accommodations and students enrolled in a required course for a CTE program may have up to two hours of tutoring per week in two subjects.
2. Students must visit or call the Academic Success Center to set up course assistance.
3. Students must sign-in and sign-out at the Math Center and Writing Center.
4. Students must continue to attend class sessions while receiving course assistance.
5. All tutoring takes place on the Westminster campus.
6. Students who miss or cancel two tutoring appointments will be dropped from tutoring for the completion of the semester.
7. Study Group Leaders and Tutors do not do homework for students. They are facilitators of student learning. Students should be prepared with goals and questions for each session.
8. The 12<sup>th</sup> week of the Fall or Spring Semesters or the 8<sup>th</sup> week of the Summer Session is the last time students may request a tutor.