

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 complete the sections below and print legibly.

Course Name and Number: _____

Course Section/Professor: _____

Student Name/Phone number: _____

FRCC email address: _____

Student ID (S#): _____

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 <input type="checkbox"/> Study Groups
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_____ Student Signature	_____ Date
_____ Instructor Signature	_____ Date

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 student's signature, and the instructor'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 is required.

Have additional questions about Course Assistance? Please contact Pandi Bromley, ASC Coordinator, at 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 -out at the Math Center and Writing Center.
4. All tutoring takes place on the Westminster campus.
5. Students who miss or cancel two tutoring appointments will be dropped from tutoring for the completion of the semester.
6. 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.
7. The 12th week of the fall or spring semesters or the 8th week of the summer session is the last time students may request a tutor.