



NC 100 Supervised Tutoring Referral Form

ACE gives you tools and support for academic success in a focused learning environment.

Students enrolled in any WHCL class may utilize Academic Center for Excellence (ACE) services by enrolling in NC 100. We offer help in reading, writing, math, and science. Teachers will staff ACE during various hours, so please consult the schedule to know when you can get help in a specific subject, but you may come in whenever we are open.

To get started, complete this form. ACE will email your instructor for approval. Then, we will enroll you in NC 100 Supervised Tutoring, a non-credit free class. Until you are enrolled in the system, you will need to have the ACE instructor hand write your time in and out on the back side of this form. When you are in the system, you will just sign in and out at the computer in front of the instructor's station.

Student Information

Name _____ Student ID # _____

Course Name _____ Course Instructor _____

Reasons for referral:

Signatures are required by the student, and the instructor or counselor.

Signature _____ Student Signature _____ Instructor Counselor Roster submitted

Date	Time In	Assignment and class	Time Out
Example 1/1/11	12:04	Narrative Essay-Final Draft	12:30

For ACE Use Only: Do NOT file until ALL bubbles are checked.

- O 1. Instructor emailed for referral on _____.
- O 2. Request to add student to NC 100 on _____.
- O 3. Student is on NC 100 roster as of _____.
- O 4. Student's initial visit(s) were entered in SARS.