



# HARVARD EXTENSION SCHOOL

Career and Academic Resource Center (CARC)

51 Brattle Street, Cambridge, Massachusetts 02138-3722 • www.carc.extension.harvard.edu

## Academic Resource Center Referral Form

The Academic Resource Center (ARC) offers in-person individual academic coaching and peer tutoring to Harvard Extension School undergraduate and graduate admitted degree candidates and Pre-medical Program participants.

For information about additional study skills services available to Extension School Students, visit the Resources page.

**ARC Individual academic coaching** explores potential difficulties and blocks to the student's learning. Students are eligible for up to 3 meetings.

**ARC peer tutoring** provides student-to-student tutoring help in courses offered by the Extension School that match Harvard College courses (dependent upon availability of Harvard College undergraduate tutors in those particular courses). **Maximum 4 hours per week.**

**Time and Place.** Individual academic coaching referrals will be provided, by appointment, on site at the Academic Resource Center offices (1414 Massachusetts Avenue in Harvard Square) during the daytime hours of its operation (Monday–Friday, 9:00 am to 5:00 pm) from September 1 to May 1. Students interested in peer tutoring should submit their request as early in the semester as possible, because it is difficult to find tutors after mid-terms.

### Referral Procedure

1. Submit the following student information to Sue Albrigo (salbrigo@fas.harvard.edu), Academic Advisor. Referral is valid for one semester (fall and spring); no referrals are made over the summer.
2. After Sue Albrigo has approved your referral and sent it to the ARC, you will be instructed via e-mail to contact the ARC to schedule an appointment.

### Student Information

Name \_\_\_\_\_ Referral term \_\_\_\_\_

Harvard ID number 

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*(appears on your ID card)*

Date of birth \_\_\_\_\_

Daytime phone number \_\_\_\_\_

E-mail address \_\_\_\_\_

Degree program \_\_\_\_\_ GPA \_\_\_\_\_

Occupation: \_\_\_\_\_  Full-time  Part-time  Other \_\_\_\_\_

### Reason for Referral

Peer tutoring for: Course title \_\_\_\_\_

Individual academic coaching (once referred, you are limited to three individual academic coaching sessions)

Please describe the academic issues, concerns, or challenges that you would like to address. Be as specific as you can.

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By signing your name below, you are permitting the ARC to share oral and/or written information with the Harvard University Extension School related to your use of Bureau services. Permission is required for all referrals.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### For Undergraduate Degree Programs Office use only

Approved by \_\_\_\_\_ Date \_\_\_\_\_

*Sue Albrigo, Academic Advisor, Undergraduate Degree Programs*

**Must be sent to ARC with signature from Sue Albrigo, Academic Advisor, to be valid.**