



Academic Alert Referral Form

*denotes required information

*Student Name

* ID#

*Course

*Referral from

Instructor Email

Instructor Phone

Please check areas of need (optional)

GENERAL:

- Organization/managing time/deadlines
- Note-taking skills
- Test preparation
- Reading comprehension
- Communication style/skills/self-advocacy
- Following directions

MATH: Reasoning Computation

WRITING:

- Style (organization/ideas/voice/fluency)
- Conventions (spelling/grammar/punctuation)
- Process (prewriting/drafts/editing/final copy)
- Citations/understanding plagiarism

COMPUTER: Skills Research

OTHER/DETAILS:

CURRENTLY PASSING THE COURSE? Y N

Is there a specific CAPS advisor you would like to refer this student to?

- Sharon Cronin, Director
- Diana Varga, ESOL/International
- Jody Mancini, Gender Equity/Project Success/CTE

- Jenna Anand, Rochester Advisor
- Karen Frisbie, Disability Services
- Chelsea Jackman, College Readiness/Tutoring

Student was notified of this referral on: _____ (Date)

Signature of Instructor/Advisor _____ Date _____

***Please deliver this form to Tracy in CAPS or CAPS mailbox on the first floor**

Information about this referral may be shared with the student's instructors, advisors, and/or the GBCC Retention Team in an effort to assist the student in getting connected with appropriate services.