University College Writing Center –
Faculty Referral Form

Please have your student call (910) 672-1033, or come by HTC 001B, to make an appointment with the Writing Center. Also, have the student bring this form with them to their session. Tutors work with students for up to 45 minutes per session and students are allowed 2 sessions (or one 2-hour session) per week.

Student name _______________________________ Date __________________

Instructor Name _______________________________ __________________

Course Title/Number/Section _______________________________

Assignment Title _______________________________

Please indicate the areas in which you would like the student and tutor to work:

☐ Understanding the assignment ☐ Citing sources
☐ Generating ideas ☐ Grammar and punctuation
☐ Supporting ideas ☐ (specify, if needed)
☐ Organizing ideas ☐ Understanding audience
☐ Understanding audience ☐ Forming clear sentences/paragraphs
☐ Transitions or cohesion ☐ Word choice
☐ Word choice ☐ Avoiding wordiness
☐ Avoiding wordiness ☐ Format
☐ Format ☐ Using quotations
☐ Using quotations

☐ Other (please specify) __________________________________________________________________________

Comments or additional information
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If you have any questions about services available through the University College Writing Center, please contact Briana Murrell at bmurrel1@uncfsu.edu, (910)672-2455, or visit www.uncfsu.edu/learning-center/writing-center.