aac

Academic Achievement Center

How to Refer a Student to the AAC:

To refer a student for tutoring, help with study skills, or assistance with an assignment, suggest the student visit or call the AAC for an appointment with a tutor. Make sure to explain where the AAC is located (Manzanita 18-2, down the hall from Admissions).

To refer a student as a tutor, go to the AAC website: **http://columbia.yosemite.cc.ca.us/AAC**, and click on 'Prospective Tutors.'

1) Scroll to the bottom and click on 'Faculty Recommendation Packet'
2) Sign the Faculty Recommendation Form (page 3)
3) Give the signed recommendation and packet to the student. He/she can do the rest!

The ideal tutor is a student who…

> **… offers help to classmates**
>
> **… has a reasonable mastery of**
>   **subject matter**
>
> **… is a team player on group projects**
>
> **… is interested in learning**

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Top Ten Ways for Faculty to use the AAC!

10. Offer Extra Credit to students who use the AAC for tutoring or help with assignments.

9. Have students pick up or print assignments at the AAC.

8. Require students to bring early drafts of assignments to be reviewed and stamped by a tutor.

7. Require students to discuss instructor feedback on graded assignments with AAC tutors.

6. Ask an AAC tutor to visit your class to explain AAC services.

5. Bring a class to the AAC for an AAC Orientation.

4. Tell students about the AAC's 8 new high-speed computers with printing privileges.

3. Give the AAC your suggestions about how the AAC can help faculty!

2. Recommend a student to tutor at the AAC!

1. Refer students, refer students, refer students… for tutoring, for help with study skills, for any academic assistance! (Check out the other side to see how easy it is to refer students!)

When you use the AAC, you promote Academic Wellness among Columbia Students!