



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 virtual 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). **Two hours per week per course (four hours maximum).**

Time and Place. Individual academic coaching and peer tutor sessions meet via Zoom, by appointment. Students interested in peer tutoring should submit their request as early in the semester as possible, because it is difficult to find tutors after midterms. Students may submit their request after the start of the semester.

Referral Procedure

1. Submit the following student information to Sue Livingstone (slivingstone@fas.harvard.edu), Academic Advisor and Join Program Coordinator. Referral is valid for one semester (fall and spring); no referrals are made over the summer.
2. After Sue Livingstone 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 <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table> (appears on your ID card)									Date of birth _____
E-mail address _____	Daytime phone number _____								
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

_____ _____ _____ _____ _____ _____ _____

By typing in your name below, you are providing your virtual signature and permitting the ARC to share oral and/or written information with Harvard Extension School related to your use of ARC services. Permission is required for referrals.

Signature _____ Date _____

For Undergraduate Degree Programs Office use only

Approved by _____ Date _____

Sue Livingstone, Academic Advisor and Join Program Coordinator

Must be sent to ARC with signature from Sue Livingstone to be valid.