Retention Tool Paper Form

Date Of Service / / Service provider ID
Student ID/SacLink ID

Major/College

☐ TUTORING

Subject

Acad. Course

Dept/Program

Duration  15 mins.  30 mins.  45 mins.  60 mins.

Comments

☐ Improvement in class
☐ Worked on oral presentation
☐ Time Management
☐ Studied for final exam
☐ Worked on paper
☐ Other:

☐ Studied for quiz
☐ Worked on homework

☐ ADVISING/RETENTION

Career advising
Financial Aid Advising
Pre-graduate school advising
Faculty Mentoring

GE Advising
Major Advising
Minor Advising
Other:

Peer Mentoring
Peer Advising
Peer Education

☐ Campus Life & Enrollment Management

☐ Retention Programming

☐ Academic Department

Please enter your Department/Program: ____________________________

Comments

☐ Needs assistance with time management: school/life/work balance
☐ Discussed repeating course(s) to improve comprehension and GPA
☐ Recommended for leadership development
☐ Other: ____________________________

☐ Doing well!
☐ Summer school options (www.assist.org)
☐ Additional services needed (see referral section below)

☐ REFERRAL

Department/Program

Referral Reason

☐ Change of major
☐ Student better served by your academic college
☐ Retention services needed from your depart.
☐ Intervention suited to your program or area

☐ Tutoring needed
☐ Advising follow-up needed
☐ Career planning follow-up needed
☐ Other:

☐ Change of minor
☐ Additional academic support needed
☐ Needs mentoring