



THE VIRGIN ISLANDS DEPARTMENT OF
EDUCATION
 RAPHAEL O. WHEATLEY SKILL CENTER



Post-Secondary Career & Technical Education Institute
Dr. Mario Francis: Principal
 P. O. Box 9337-St. Thomas, U.S. Virgin Islands 00801
 Tel: (340) 998-2730
mario.francis@vide.vi

Student Referral Sheet: Academic Success Support

This referral sheet is intended to connect students with the Student Success Specialist for additional support in grasping academic material and preventing academic probation. Please complete the checklist below and bring it to your appointment.

Please reach out the student success specialist:
 Barrington Baron, Student Success Specialist
Barrington.baron@vide.vi or 1 (504) 635-5059

Student Information

Name: _____ Student ID: _____

Course: _____ Instructor: _____

Date of referral: _____

Reason for Referral

- Difficulty grasping academic material
- Concern about falling into academic probation
- Request for additional academic support
- Other: _____

Academic Success Checklist

Students are encouraged to try the following strategies to succeed in their course:

- Schedule regular meetings with the Student Success Specialist
- Attend all class sessions and actively participate
- Review and organize class notes after each lecture
- Form or join a study group with classmates
- Schedule individual tutoring sessions
- Use campus academic resources once available
- Communicate regularly with your instructor for clarification
- Create a personal study schedule and stick to it
- Limit distractions during study time (phone, social media, etc.)
- Utilize online learning tools and practice quizzes
- Seek guidance for time management and stress reduction
- Maintain healthy habits (sleep, nutrition, exercise)

Next Steps

The Student Success Specialist will review this checklist with you to create a personalized plan for academic improvement and success.