

# Southwestern Community College

## Learning Assistance Center Referral

To (Student):		Date:	
From (Instructor):		Instructor's Signature:	
Southwestern Community College is committed to your success. Please take this form to the Learning Assistance Center (LAC), upper floor of Oaks Hall on the main campus or on the main floor at the Macon campus, and seek assistance in the area(s) indicated below.			
<b>Writing</b>			
	gathering ideas		organizing ideas
	developing thesis		supplying details
			other
<b>Editing</b>			
	sentence structure		grammar
	paragraph development		spelling
	transitions		punctuation
			details
			other
<b>Documenting</b>			
	MLA Style		APA Style
			Evaluating Sources
	other		
<b>Reading</b>			
	identifying thesis		increasing vocabulary
	understanding ideas		writing summaries and responses
	other		
<b>Study Skills</b>			
	getting organized		taking notes
	managing time		preparing for tests
			other
<b>Math</b>			
	solving word problems		basic arithmetic
	reviewing material		using a calculator
			other
<b>Computer</b>			
	basic survival skills		PowerPoint
	basic word processing		Excel
			other
<b>Instructor's Comments:</b> Please list any other subjects that the student needs assistance with and any other information that would help us to serve him/her; for example, is the student an ESL learner? Also, please advise your student to bring the assignment guidelines and any relevant information to the LAC. (Please write clearly.)			
<b>Learning Consultant's Feedback (Please write clearly.):</b>			
Time and Date Student Visited LAC			Amount of Time Spent with Student
Learning Consultant Signature			Date
Learning Assistance Center Coordinator Signature			Date