

Learning Assistance Center Referral

To (Student): _____ Date: _____
From (Instructor): _____ Course: _____

Instructor's Signature _____

Southwestern Community College is committed to your success in this course. Please take this form to the Learning Assistance Center (LAC), upper floor of Oaks Hall, and seek assistance in the area(s) indicated below.

Writing

gathering ideas
 developing thesis
 other _____

organizing ideas
 supplying details

Editing

sentence structure
 paragraph development
 transitions
 details
 other _____

grammar
 punctuation
 spelling

Documenting

MLA Style
 APA Style
 Other _____

Evaluating Sources

Reading

identifying thesis
 understanding ideas
 other _____

writing summaries and responses
 increasing vocabulary

Study Skills

getting organized
 managing time
 other _____

taking notes
 preparing for tests

Math

solving word problems
 reviewing material
 other _____

basic arithmetic
 using a calculator

Computer

basic survival skills
 basic word processing
 other _____

PowerPoint
 EXCEL

Continued....

Instructor's Comments: 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 direct your student to bring the assignment guidelines and any relevant information to the LAC. (Please write clearly.)

Learning Consultant's Feedback (Please write clearly.):
(Use another sheet, if needed.)

Amount of Time Spent with Student _____

Learning Consultant Signature _____ Date _____

Learning Assistance Center Coordinator Signature _____ Date _____