

Southwestern Community College

Learning Assistance Center Referral

To (Student):		Date:	
From (Instructor):		Instructor's Signature:	
SCC's Learning Assistance Centers are committed to improving skills to ensure student success. The instructor is encouraged to check a few skills (below) on which to focus during one assistance session. After the instructor signs the form, the student will bring it to the Jackson or Macon LAC. After the session is completed, a copy of the form will be sent to the instructor.			
Writing			
	gathering ideas		organizing ideas
	developing thesis		supplying details
			other
Editing			
	sentence structure		grammar
	paragraph development		spelling
	transitions		punctuation
			details
			other
Documenting			
	MLA Style		APA Style
			Evaluating Sources
	other		
Reading			
	identifying thesis		increasing vocabulary
	understanding ideas		writing summaries and responses
	other		
Study Skills			
	getting organized		taking notes
	managing time		preparing for tests
			other
Math			
	solving word problems		basic arithmetic
	reviewing material		using a calculator
			other
Computer			
	basic survival skills		PowerPoint
	basic word processing		Excel
			other
Instructor: Please list any other skills with which the student needs assistance. Also, feel free to add helpful feedback.			
Learning Consultant's Feedback (Please write clearly.):			
Time and Date Student Visited LAC			Amount of Time Spent with Student
Learning Consultant Signature			Date
Learning Assistance Center Coordinator Signature			Date