

Southwestern Community College Learning Assistance Center Referral

To (Student):		Date:	
From (Instructor):		Instructor's Signature:	
<p>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.</p>			
Writing			
	gathering ideas	organizing ideas	supplying details
	developing thesis	other	
Editing			
	sentence structure	grammar	spelling
	paragraph development	punctuation	details
	transitions	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	preparing for tests
	managing time	other	
Math			
	solving word problems	basic arithmetic	using a calculator
	reviewing material	other	
Computer			
	basic survival skills	PowerPoint	Excel
	basic word processing	other	
<p>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 advise your student to bring the assignment guidelines and any relevant information to the LAC. (Please write clearly.)</p>			
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