Learning Commons Referral

Student’s Name: __________________________
ME ID #: __________________________
Course Name & Number: __________________________
Instructor: __________________________

This student is being referred to the Learning Commons to work on the following:

Course Material
(Please specify topics, software, or textbook chapter, and add instructions and comments as needed)

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Study Skills

○ Textbook Reading
○ Lecture Note-taking
○ Test-taking Skills
○ Homework Help

Other __________________

Comments:
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Deadline for completion of tutoring: ________________

I would like to keep in communication with the Learning Commons and have feedback about my student’s progress by requesting the following (please check all that apply):

○ Report on student lab visits and/or software usage
○ Summary of tutoring sessions and student progress (by email campus mail phone)
○ This form signed and dated by tutor
○ No feedback needed

Tutor’s Name: __________________________
Tutor’s Signature: __________________________
Date: __________________________

Initiator’s Name: __________________________
Dept.: __________________________
Phone: __________________________
Email: __________________________

Initiator’s Signature: __________________________
Date: __________________________

NOTE: Initiator should make a copy of this form before remitting to student.