



ANTELOPE VALLEY COLLEGE

Learning Center Referral

Instructors and Counselors: Please complete this form for individual students being referred to the Learning Center. Place this form in the Learning Center mailbox in the AVC mailroom. Thank you.

Student Information

Name: _____ Term: _____ Today's date: _____
(please print)

ID #: 900 - _____ Telephone number: (____) _____

Email address: _____ Student's acknowledgement (initials): _____

To which Center is the student being referred?

Please check all that apply:

- Academic Skills
- Math
- ESL
- Reading
- General Tutoring
- Supplemental Instruction (SI)
- Writing

Which activities do you recommend to the student? (See reverse for a description)

LAC 900 – Supervised Tutoring

- Individual or group tutoring
- SI session

LAC 901 – Supervised Learning Assistance

- ILP (Individual Learning Plan)
- Workshops

Resources:

- Inventories (Study Behavior, Learning Styles, etc.)
- Assessments
- Instructional videos and materials
- Software and/or online programs
- Learning Center orientation (PowerPoint)

Other:

- Quiet study
- Computer use
- _____

Instructor/Counselor Information

Name: _____ Signature: _____
(please print)

How may we contact you? Extension # _____ Email address _____

Comments: _____

Thank you for referring this student to us. You will be notified regarding his/her participation and progress.

To contact us, go to the Learning Center Website to view the list of faculty and staff:

<http://www.avc.edu/student-services/lc/contactus.html>

Notes section for Learning Center use only: _____

Description of Learning Center activities:

LAC 900 – Supervised Tutoring

- The instructor of this course is the faculty Learning Specialist assigned to a particular area such as [Academic Skills](#), [ESL](#), [General Tutoring](#), [Math](#), [Reading](#), [Supplemental Instruction](#), and [Writing](#).
- Individual and group tutoring sessions are conducted by peer tutors who use listening and questioning strategies to help students remember and understand what they already know about a subject. Study skills and strategies related to time management, note-taking, test preparation and taking, and problem solving techniques are emphasized. *Note: General Tutoring does not offer tutoring for every course; check with Raquel Trejo at ext. 6233 for more information.*
- Supplemental Instruction (SI) provides assistance to students enrolled in historically difficult classes. Peer SI Leaders help students review lecture notes, develop effective content-specific study strategies, create study aids, and prepare for tests. *Note: Not every class is assigned an SI Leader; please check with Raquel Trejo at ext. 6233.*

LAC 901 – Supervised Learning Assistance

- Learning Specialists teach one hour workshops each week during a given term on a variety of topics. The workshops are designed to help students build skills to successfully complete class assignments. Please check the [Learning Center Website](#) for the latest workshop schedule.
- Learning Specialists meet with under-prepared students to create an individual learning plan in which strategies and actions are agreed upon for building skills to successfully complete a course. Follow-up meetings are held to insure student participation and progress.

Resources

- Inventories are designed to evaluate students' strengths and weaknesses in terms of study behaviors such as time management, task prioritization, study environment, etc. as well as listening skills, research skills, knowledge transfer, etc. Students take a learning style inventory to discover how they learn best (visual, auditory, kinesthetic) and how to use study tips applicable to their style.
- Learning Specialists use various assessments and instruments to measure the skill levels of students and to determine courses of action to help raise those levels.
- Instructional videos and materials such as handouts and books are designed to enhance a student's understanding of a topic, concept, problem, etc.
- Software and/or online resources typically explain a subject and promote student interaction via exercises, drills, etc. The [Learning Express Library](#) assists students with workplace and academic skills improvement as well as GED test preparation. [SMARTHINKING](#) provides online writing tutoring.
- A Learning Center PowerPoint highlights the services offered in the Learning Center and provides contact information.

Other

- Quiet study for individual students is offered on a space available basis. Groups are encouraged to utilize the study rooms in the AVC Library.
- When available, students can use computers on the main floor of the Learning Center for word processing and/or Internet access. Computers for ESL students are located opposite the Writing Center front desk. Computers in the Reading Center and Writing Center can be utilized for specific reading and writing purposes such as online exercises, working with a tutor, etc.
- If there is a service not described above that you would like the Learning Center to offer a student, please indicate such. *We will try to accommodate the student if possible depending upon staffing and resources.*

For Learning Center brochures and bookmarks to hand out to students, telephone the [Computer and Media Desk](#) at ext. 6458. The Learning Center referral form can be found on the [Learning Center Website](#). Please download it to complete it. Thank you.