

LIVINGSTON WRITING CENTER ENROLLMENT FORM

Lucy Stone Hall B 104A

Please fill both sides of this form so we can complete your registration. PLEASE PRINT.

Name: _____

First Name

Last Name

RUID #: _____ Telephone number : _____ e-mail _____

Your School: _____ Class of _____ Are you an EOF student? _____ Full Time student? _____

Instructor's name: _____ Section: _____

English course (circle one): 098 100 100R 101 201 301 EAD I EAD II Other _____

Registration date: _____

INSTRUCTOR' COMMENTS Please Choose One

- This student needs intensive tutoring in order to pass the course
- This student would benefit from some tutoring
- This student is doing well in the course so far.

Please describe what you would like the student and the tutor to work on:

Students Comments Please describe the aspects of your writing you would like to work on with a tutor.

To schedule your tutoring session, complete **STEPS 1 and 2**:

STEP 1: Fill in your class schedule in the grid below and specify the **CAMPUS** where each class is held. **Block out** any times you work, commute, or have practice.

Period/Time	Monday	Tuesday	Wednesday	Thursday	Friday
1st Period 8:40 – 10:00	No Tutoring	No Tutoring	No Tutoring	No Tutoring	No Tutoring
2nd Period 10:20 – 11:40					
3rd Period 12:00 - 1:20					
4th Period 1:40 – 3:00					
5th Period 3:20 – 4:40					
6th Period 5:00 – 6:20					
7th Period 6:40 – 8:00					

STEP 2: In **ANY REMAINING SPACES**, indicate **when** you wish to receive tutoring help by assigning the numbers 1, 2, and 3 for your first, second, and third time preferences.

NOTE: when choosing the best tutoring times, *please avoid selecting tutoring times immediately before or after your English class*. Often these times are not productive since you may have just received a writing assignment or a paper is due and you won't have the chance to improve your work.

POLICY:

I will meet with my tutor each week to work on my paper and reading assignments for my Writing Course. Even if I do not have a current assignment, I will see my tutor to work on the other aspects of my reading and writing. In return, I will receive 1.5E credits, which will appear as 355:096:02 WRITING CENTER on my transcript. I will earn a Pass based on good attendance. **If I miss two out of five appointments or any out of four or fewer appointments (15 Minutes late is considered an absence), I will receive a Failure on my transcript for the Writing Center and be dropped from tutoring.**

Signature: _____