

**Los Angeles Trade-Technical College**  
**Teaching and Learning Support Services**

**TUTORING REFERRAL FORM - FOR A CLASS**

Room: C-102 • Phone: (213) 763-3738

Instructors, you may refer your class to Supervised Learning Assistance (tutoring) services or Learning Skills courses. Complete this referral form and attach your class roster, including student identification numbers. If you are sending this form electronically, then you may copy and paste your online roster to your e-mail. You may return it via e-mail to [lindseak@lattc.edu](mailto:lindseak@lattc.edu) or to C-102 via campus mail. For more information call (213) 763-3738 or visit our website at [www.lattc.edu/dept/tlsc/main.html](http://www.lattc.edu/dept/tlsc/main.html).

**A. Course and Instructor/Counselor Information:**

*Tutoring or Course Needed for:*

1. Course Name: \_\_\_\_\_ Section#: \_\_\_\_\_ Date: \_\_\_\_\_
2. Instructor's / Counselor's Name and Signature (*Signature is required only if form is printed*):  
\_\_\_\_\_ \_\_\_\_\_  
*Print* *Sign*
3. E-mail Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

**B. Desired Learning Need** (As required by section 58170e of Title V Regulations and Guidelines):

*Please select the learning need(s) of your students.*

1.  Improve reading fluency, comprehension, and/or pronunciation
2.  Enhance grammar, punctuation, spelling, vocabulary, and/or writing skills
3.  Develop math skills and/or reduce math anxiety
4.  Learn college survival and/or job search skills (e.g. test-taking, study skills, notetaking, internet research, resume prep.)
5.  Other: (Please describe) \_\_\_\_\_

**C. Services Needed:**

*Indicated the area and subject for which you would like this student to receive tutoring.*

- TUTORING CENTER** • Offers free, 0-unit, noncredit tutoring in the following areas:
- |                                       |                                     |                                    |  |                                     |
|---------------------------------------|-------------------------------------|------------------------------------|--|-------------------------------------|
| <input type="checkbox"/> Accounting   | <input type="checkbox"/> Biology    | <input type="checkbox"/> Chemistry | <input type="checkbox"/> CIS               | <input type="checkbox"/> Electrical |
| <input type="checkbox"/> Electronics  | <input type="checkbox"/> English    | <input type="checkbox"/> Fashion   | <input type="checkbox"/> History           | <input type="checkbox"/> Math       |
| <input type="checkbox"/> Microbiology | <input type="checkbox"/> Philosophy | <input type="checkbox"/> Physics   | <input type="checkbox"/> Political Science | <input type="checkbox"/> Reading    |
- Other: (Please describe) \_\_\_\_\_

- WRITING CENTER** • Offers free, 0-unit, noncredit tutoring in the following areas:

- LEARNING SKILLS CENTER** • Offers 1-unit, non-degree applicable basic skills courses:

*College Survival Skills:*

- Computer Lit (DevCom 41)
- Math Anxiety (LS 58)
- Resume & Job Search (LS 8)
- Study Skills (LS 68)
- Test-taking Strategies (LS 57)

*Basic Skills:*

- Math (LS 10)
- Reading (DC 35, LS 1, 36, or 67)
- Spelling (LS 4)
- Vocabulary Development (LS 3)
- Writing (LS 2 and 7)

*GED Preparation:*

- Math (LS 65)
- Literature & Arts (LS 62)
- Science (LS 64)
- Social Studies (LS 66)
- Writing (LS 63)

\*Go to [http://www.lattc.edu/lattc/course\\_info.htm](http://www.lattc.edu/lattc/course_info.htm) for the schedule and to <http://www.lattc.edu/lattc/catalog/learnskills.pdf> for a full description of Learning Skills courses.

- INSTRUCTIONAL RESOURCES LAB (IRL)** • Book and supplemental assignments and resources (books, videos, CDs, etc.) for the campus. The IRL also has basic skills and ESL learning resources and workbooks.
- OTHER** • Please indicate: \_\_\_\_\_