

**Tutorial Services
Learning Assistance Center
Building 6, First Floor**

Request for In-Class Presentations or In-Center Visits

Tutorial Services offers walk-in tutoring in writing, math, and many other subjects. Writing appointments are available. On-going study groups and exam-review sessions led by a tutor are also available by arrangement. Faculty may request for visits to Tutorial Services during which a staff member informs students about the services. Faculty may also invite a Tutorial Services representative to conduct a brief in-class presentation. **For more information please contact Lester Lawenko, Tutorial Services Project Specialist, at (909) 594-5611, ext. 6612, or llawenko@mtsac.edu.**

Instructor Name: _____ Department: _____

Campus/Home Telephone # _____ Email: _____

A. Request for In-Class Presentations

Course Title/Number	Date of Presentation	Exact Time	Bldg-Room

B. Request for Visits to Tutorial Services

Course Title/Number	Date of Visit	Exact Time

C. Request for Other Information

_____ Tutorial Services Flyers (Number of flyers: _____)

_____ Study Group Request Forms (Number of forms : _____)

For reservation, please return completed form or email your request(s) to:

**Lester Lawenko
Learning Assistance Center, 6-104
llawenko@mtsac.edu**