

Study Group Request Form

Tutoring Services
Heartland Community College

Tutors are available to facilitate study group sessions in Heartland Community College courses. In order to request a facilitator for a study group, you must form a group with at least two other students from your course who can meet at the same time on a weekly basis.

The first person to sign up on the chart below (#1) will be the contact person for the group and will assume responsibility for informing the rest of the group of relevant information.

The Program Assistant for Tutoring and Testing will assign a time and facilitator to your group, and will inform the contact person (#1 on the table below). If you have questions, call the Program Assistant for Tutoring and Testing at (309) 268-8235.

Complete the information below for each member of the study group. If you have more than 4 participants, attach a piece of paper to this form with the additional names and phone numbers.

Name	Phone Number	Course / Section	Instructor
1.			
2.			
3.			
4.			

Indicate the desired *day(s)* **and** *time(s)* for your study group to meet.

1st Choice: _____

2nd Choice: _____

3rd Choice: _____

Attendance Policy: Attendance will be expected the week after the facilitator and weekly time is assigned. If group members fail to attend the first session or any two consecutive sessions without calling in advance to cancel, the group will lose its facilitator for the rest of the semester.

I understand the conditions for reserving a study group facilitator. Please acknowledge your understanding of the conditions described above by having each study group member sign below.

1. _____

2. _____

3. _____

4. _____

Office Use Only: Date rec'd: _____ Date filled: _____ Date grp. cntct. notified: _____