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.

<table>
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<tr>
<th>Name</th>
<th>Phone Number</th>
<th>Course / Section</th>
<th>Instructor</th>
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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: _______