

Writing Center

Classroom Visit Request Form

Please complete this form if you would like a Writing Center tutor to visit your classroom and describe the services we provide.

<i>Instructor Contact Information</i>	
Name:	Email:
Telephone:	Office:
<i>Course Information</i>	
Course Name:	Meeting Place:
Meeting Days & Time:	
<i>When would you like a tutor to visit your classroom?</i>	
Date and time (1 st choice):	
Date and time (2 nd choice):	
<i>Is there any specific information you would like the tutor to share?</i>	
<i>Comments?</i>	

Once this form is complete, return it to Deidre Morrison.

You can

- submit it electronically to dmorriso@blueridgectc.edu,
- put it in Deidre's mailbox in the LATS Suite in B14/B15,
- or slip it into the hanging folder outside the Writing Center, which is located just outside B23.

*For further information, contact Deidre Morrison, Writing Center Director.
(304) 260-4380 x2347 • dmorriso@blueridgectc.edu • B-23*