



CENTER FOR ACADEMIC PROGRAM
SUPPORT
Holyoke Community College

Learning Coach Request

(Please Print Clearly)

Date: _____

Name: _____

Student ID #: _____

Phone: _____

Email: _____

Please note: you must provide contact information at which we WILL be able to reach you. If you do not provide reliable contact information, you may not receive a Learning Coach. Failure to respond to our attempts to communicate with you may result in your not receiving a Learning Coach this semester.

How did you learn of the Learning Coach program? _____

If you are working with OSD, New Directions, STRIVE, Pathways, the Bridge Program or any other on-campus support program, please give us the name of your advisor, learning specialist, or contact person (optional):

You may schedule weekly appointments with a Learning Coach who will work with you to develop successful learning strategies in all subject areas.

Please indicate which of the following you most need help with:

study skills ____ time management ____ organizational skills ____

reading skills ____ writing skills ____ note-taking ____ exam prep ____

(To be filled out by Tutor Coordinator)

Student: _____

Learning Coach: _____

Appointment: _____

In order for us to match a Learning Coach to your schedule, please fill out the schedule grid clearly, completely and accurately. The more times you make available for an appointment, the greater your likelihood of being placed with a Learning Coach. Please draw boxes around the times you could meet with a learning coach and write “available” in that space. **Please provide as many times as possible.** Please note: if your class schedule or availability changes you **MUST** notify us as soon as possible.

Name: _____

Semester: _____

	<i><u>Monday</u></i>	<i><u>Tuesday</u></i>	<i><u>Wednesday</u></i>	<i><u>Thursday</u></i>	<i><u>Friday</u></i>	
9:00						9:00
9:30						9:30
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5:00						5:00
5:30						5:30

Learning Coach Program Attendance Policy (please read carefully)

- A. Failure to appear for scheduled appointments, especially the first appointment, will result in your being removed from the Learning Coach's schedule and may result in your not receiving a Learning Coach that semester. Please note: You are required to come to your appointments regardless of whether you feel you have anything to work on or not. There are always skill-building activities your Coach can provide, and that is the purpose of the meetings.
- B. If you do not notify us prior to missing a Learning Coach appointment (no-show) it will be considered an unexcused absence and will result in your being removed from the Learning Coach's schedule and may result in your not receiving a Learning Coach that semester.
- C. Notifying your Coach **in advance** via email or by calling the CAPS Center and leaving a CLEAR message, including your full name, your Coach's full name, and your appointment time, to let us know about an unavoidable absence (emergency or illness) is considered acceptable.
- D. If you confirm an appointment and fail to appear, either because your schedule has changed or because you realize/decide that time isn't good for you after all and do not notify us, it will result in your being removed from the Learning Coach's schedule and may result in your not receiving a Learning Coach that semester. Therefore, it is very important that you offer us times in which you actually are and will continue to be available.