

# READING/WRITING CENTER

Thomas Hunter, Room 416

## REQUEST FOR CLASSROOM VISIT

The Hunter College Reading/Writing Center offers free peer tutorial services to all registered students at the college as well as a variety of other resources to the Hunter College community. We offer both regular weekly tutorial sessions and drop-in assistance.

In order to give all students, including those who don't already know about the Reading/Writing Center, a fair opportunity to register for a weekly appointment, we conduct **classroom visits** during the first two weeks of classes, prior to our registration date. At your request, a Reading/Writing Center representative will come to your class, introduce and briefly describe our services, and provide students with an information sheet and schedule of hours. The representative will also be available to answer any questions your students or you may have.

Please fill out the information below and return this form to the *Reading/Writing Center, Thomas Hunter, Room 416*.

You can also submit your request by email to [rw@hunter.cuny.edu](mailto:rw@hunter.cuny.edu)

Instructor: \_\_\_\_\_

Department: \_\_\_\_\_

Extension/e-mail address: \_\_\_\_\_

Course	Section	Date (1st choice) (2nd choice)		Time	Room
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Please provide the number of students in your course(s): \_\_\_\_\_

We will try to accommodate your first choice, but due to the high volume of requests, that is not always possible.