

Class Visitation Request Form

Reading Success Center

Please, **complete and email** this form to Sarah Leinen (sleinen@elcamino.edu) to schedule your class visit. You will receive an **email confirmation** once your request has been accepted and processed. Please, provide at least a full RSC business day to schedule your request.

Please, only put one class per form. Please, fill out all requested information.

Please, include a copy of your class roster.

Course: _____ **Section Number:** _____

Class Meeting Days and Times: _____

Location of Class: _____

Professor Name: _____ **Extension or Cell:** _____

Professor Email: _____

Do you have a preferred date and/or meeting time? If so, what is it? We will try our best to accommodate you. _____

What type of class visit would you like, and what would you like included in it? Please, pick from the following options.

OPTION ONE:

Class Visits the Reading Success Center:

- Spiel About Services (10 minutes)
- Demonstration of Programs (30 minutes)
(only during Weeks 1 and 2)
 - Inspiration
 - ClipRead
 - Ultimate Speed Reader
 - Other _____

OPTION TWO:

Reading Success Center Staff Visits Class:

- Spiel About Services (10 minutes)
- Demonstration of Programs (30 minutes)
(be sure these programs are on your computer)
 - Inspiration
 - ClipRead
 - Ultimate Speed Reader
 - Other _____
- Teaching of Programs (45 minutes)
(be sure these programs are on your computers)
 - Inspiration
 - ClipRead
 - Ultimate Speed Reader
 - Other _____
- Other _____

Additional comments/notes from instructor? _____

RSC STAFF ONLY:

When and where is the visit scheduled? _____ Was a roster provided? _____

Notes: _____