

## Meeting Request

### Information

Advisors are available for student meeting from Monday – Thursday -- 9:00 am to m3:00 pm. Instructional staff may require more than 2 days lead time to arrange a meeting. You may also arrange your meeting as a telephone meeting or online chat through your LMS.

Email meeting request to [ems@flatlineresponse.com](mailto:ems@flatlineresponse.com)

Student Name: \_\_\_\_\_

Student Number: \_\_\_\_\_ Course: \_\_\_\_\_

Meet with whom: \_\_\_\_\_

Type of Meeting Requested:

Office                       Telephone                       On-line

Meeting Topic

Tutor/Study                       Practicum                       Personal                       Absence  
 Areas of Difficulty                       File Review                       Computer                       Other

Date requested \_\_\_\_\_ Time: \_\_\_\_\_

Please provide a brief outline:

You must submit requests a minimum of two days prior to the day you would like a meeting. If you have not received a confirmation within 48 hours please contact the school by telephone

403-571-7655

### Manager Approval

Approved

Rejected

Comments: