

Appointments for Writing Tutoring Now Available in Addition to Walk-in Tutoring!

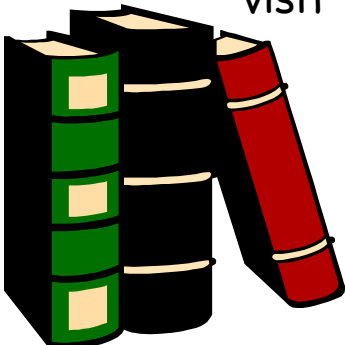


A recent survey of 107 English 68 students (Spring 2003) showed that 74% of the students who used tutoring 3-5 times per semester found tutoring had a positive effect on their writing in main ideas, organization, and sentence errors.

To encourage visits to tutoring, we now offer appointments in addition to walk-in tutoring.

- ❑ Use appointments to manage your time
- ❑ Visit a tutor more than once for your drafts
- ❑ See your favorite tutor regularly
- ❑ Each appointment is for up to 30 minutes
- ❑ Appointments are subject to tutor availability

Call for an appointment at (909) 594-5611, X6605 or visit Tutorial Services (Lower Level of Building 6).



**Revised Procedures
on Back**

Appointments for Writing Tutoring

Rules and Procedures:

Students are encouraged to make appointments well in advance of their paper due dates. The following procedures apply in the appointment making process:

- ❑ **Please arrive ten minutes prior to your appointment;** if you are not at the Tutorial Services counter at your appointed time, your appointment time will be given to someone else; walk-in tutoring is still available.
- ❑ **To avail tutors to as many students as possible, each student can have a maximum of three appointments per day.**
- ❑ Same-day appointments are permissible if they are at least two hours in advance of the desired appointment and if a tutor is available. For example, if you call or come in to make an appointment for 1:00 p.m. on the same day, you need to do that before 11:00 a.m.
- ❑ Current Mt. SAC student identification card required at check-in.
- ❑ No back-to-back appointments
- ❑ Cancellations by phone or in person must be made at least two hours prior to your appointment. Two no-shows without advanced notice may result in loss of appointment privileges for the remainder of the semester.

**Questions? Call (909) 594-5611, extension 6605
or stop by Tutorial Services in LTC-101 (Bldg.6)**