

WRITING APPOINTMENTS IN ADDITION TO WALK-IN TUTORING.



View Writing Appointments **ONLINE**

1. Go to *<http://tutoring.mtsac.edu>*
2. Click on “View Writing Appointments Online” Link
3. Register for an account and log on.

Ways to Schedule Your Appointment:

- VIEW available writing appointments online
- CALL (909) 594-5611, ext. 6605 *
- EMAIL Lester Lawenko at llawenko@mtsac.edu

* You must have an online account.

Writing Appointment Procedures

We strongly encourage students to make appointments well in advance of their paper due dates.

- ❑ **Arrive 10 minutes early.** If you are not at the Tutorial Services counter by your appointment time, the tutor will help someone else if there is a wait; walk-in tutoring is still available.
- ❑ **Contact us to cancel.** Two no-shows without advanced notice may result in loss of appointment privileges for the remainder of the semester.
- ❑ **Appointments must be made at least two hours in advance.**
- ❑ **30 minutes are required between appointments.**
- ❑ **Up to 3 appointments per day are permissible.**
- ❑ **Current Mt. SAC ID required at check-in.**