

Tutorial Services

WRITING APPOINTMENTS IN ADDITION TO WALK-IN TUTORING.



Schedule Writing Appointments **ONLINE** Beginning February 4th, 2008!

1. Go to *<http://www.rich37.com/mtsac/index.php>*
2. Use your Mt. SAC email available at
 - *<http://my.mtsac.edu/>*
 - or Admissions & Records, Building 16F

3 Ways to Schedule Your Appointment:

- ONLINE <http://www.rich37.com/mtsac/index.php>
- CALL (909) 594-5611, ext. 6605
- VISIT Tutorial Services, First Floor of Building 6

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.