

Greetings to all MJC online and hybrid students!

We at MJC's Writing Center formally invite you to take part in our online tutoring.

Here are the steps:

1. Call the Writing Center at (209) 575-6682 and tell the scheduler that you need an online appointment.
2. **Before or at your appointment time**, email to mjcwrittingcenter@mjc.edu your writing assignment's description and your writing's rough or final draft (either through attachment or by copying the text and dragging it into the email itself). If you fail to send your prompt and your writing by your appointment time, you will lose your appointment, but feel free to reschedule for a later date.

It is important to remember that our tutors are not experts on the subject matter of the class(es) you are taking, so please don't expect them to find and point out factual errors. They are, however, experts on writing, and they are excited to share that expertise with you. **Within forty-eight hours**, your writing will be given thirty minutes of total tutoring time and then returned to you via email. Your writing will **not** be proofread or corrected; instead, you will receive feedback on how your writing answers your assignment and on how smoothly and pleasingly it does so. If your writing does have mistakes, you will be given advice on how to fix the more damaging ones and on how to avoid them in the future.

If you have any questions about this process, call an MJC Writing Center scheduler at (209) 575-6682.

We at MJC's Writing Center look forward to helping you succeed in your class, and we invite you to offer us suggestions on how to help you more effectively!