

ONLINE TUTORING AT THE WRITING CENTER

(contact: robert.brandt@csi.cuny.edu)

The Writing Center is currently offering online drop-in tutoring sessions.

Inquiries concerning such sessions will be responded to between the hours of 9am and 5pm, Mondays-Fridays only.

Please make sure to read **all** of this message before making any inquiries.

Students seeking drop-in online tutoring can email the above listed-contact. Please send emails from your cix account, and include the specific day you'd like to schedule a session for, along with your EMPLID and the course for which you're seeking tutoring. Also include the specific time range(s) during which you'll be available on that day. (Note that no drop-in sessions can be scheduled more than 6 days in advance.)

Drop-in sessions are being offered during the following hours through Thursday, 5/14 (the last day of classes):

- Mondays & Tuesdays: 10:10am-5:20pm
- Wednesdays & Thursdays: 10:10am-6:15pm
- Fridays: 11:05am-3:05pm

Additional drop-in sessions will be offered during finals' week, in accordance with the following schedule:

- Friday, 5/15: 11:00am-4:00pm
- Monday, 5/18 & Tuesday, 5/19: 11:00am-6:00pm

Please be patient in awaiting responses to your emails, which will be answered on a first-received, first-served basis (assuming, that is, that they adhere to all instructions contained herein).

Upon receiving the link to your session, **do not** respond to the email. Simply use the link to join your session (but no earlier than 15 minutes prior to the scheduled start time).

Note that any piece of writing you wish to share with a tutor must be in PDF format.

Also note that all online sessions will be recorded.

Please **follow all instructions very carefully**. (Your doing so will help enable us to best serve the needs of the entire student body.)

Lastly, please be forewarned that your failure to follow **all** instructions may result in delays in our ability to process your request.