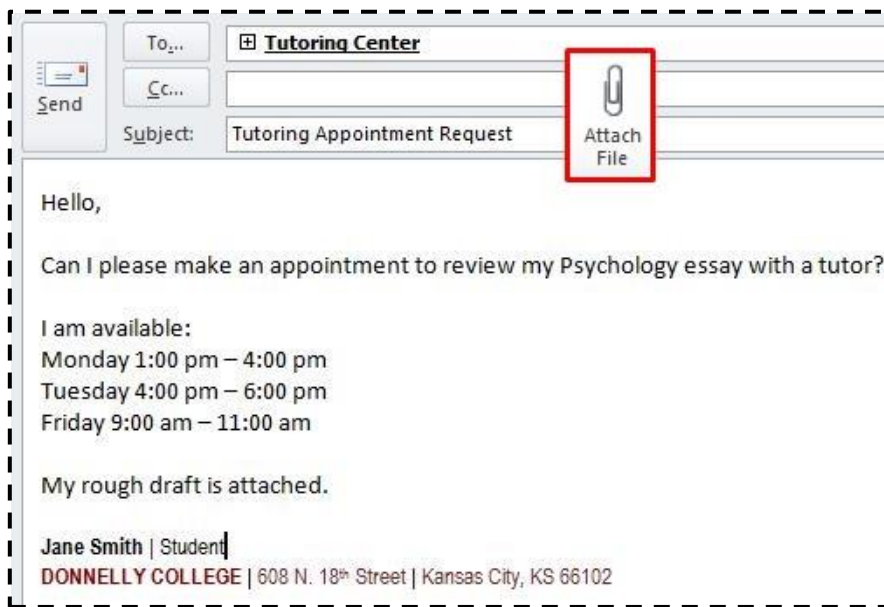


Dear Students:

We suggest that tutoring for papers is done by appointment whenever possible. Please follow the steps below!

1. Send email to tutoring@donnelly.edu.
2. Request an appointment with an English tutor. List a few days and times that would work for you. Don't forget to give us at least 24 hours advanced notice!
3. Attach your paper to the email.



4. The Tutoring Center replies to your email and confirms your appointment DATE, TIME, and TUTOR to meet with.
5. The tutor reads your essay before your appointment.*
6. Come to the Tutoring Center for your appointment. Ask for your tutor by name and confirm that you made the appointment.

* Tutors will make every effort to look over papers before you arrive for your appointment. This may not be possible, depending on the notice you give and the student tutor's working hours, but we will do our best to match you with a tutor who can read your writing ahead of time.

Remember: English tutors can help with papers in **ANY subject!**

If available, please bring the assignment, rubric, book, and any notes you have.

We look forward to serving you in the Tutoring Center!