

**ONLINE TUTORING AT THE WRITING CENTER**  
**for May 2021**

(contact: [WritingCenter@csi.cuny.edu](mailto:WritingCenter@csi.cuny.edu))

The Writing Center will be offering online tutoring sessions for May beginning Monday, 5/3, and ending Tuesday, 5/25.

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

Please read this entire message before making any inquiries.

The Writing Center, under the direction of the English Department, assists students in improving their reading and writing skills in all subject areas. Our tutors do this by providing students with meaningful feedback and engaging them in discussion aimed at helping the students fulfill their potential through a better understanding of course requirements, assignments and readings.

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

Sessions (which start at the top of the hour and are limited to 55 minutes if others are waiting to see a tutor) are being offered during the following hours from 5/3 through 5/25:

- Mondays through Fridays: 10:00am-6:00pm (meaning that the last session of the day begins at 5:00pm)

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, you needn't respond to the email. You can simply use the link to join your session--but no earlier than 15 minutes prior to the scheduled start time. (Enter through Google Chrome to minimize any potential connectivity issues.) Please note, however, that the session will only begin before the scheduled start time if the tutor happens to be free during the 15-minute early-entry period.

Once you make an appointment, you are expected to keep it. (Should you discover that you can't keep your appointment, please let us know as soon as possible so that we can open up the timeslot for others who may be seeking an appointment.) Canceling or missing an

appointment more than once might result in our having to restrict your access to our services, since, as suggested above, when you do this, you have effectively blocked other students' access.

You are also expected to be on time for your appointment. (If you are more than 10 minutes late, you run the risk of your timeslot being assigned to another student.)

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.

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

Revised 4/29/2021