Students can submit a paper online for revision suggestions by attaching their paper as a .doc document (Microsoft Word 2003 or earlier) and e-mailing it to SSCWritingHelp@prairiestate.edu. Papers must come from a PSC student e-mail address. We will not respond to any other e-mail provider. If you are unsure about accessing the PSC student e-mail account, see a lab assistant in the SSC Open Lab or contact the Help Desk at (708) 709-7999. Please remember this is not a proofreading service. We will respond to students’ papers with suggestions for improvement and general problem areas – but we will not edit the document. The comments will provide you with information on how to correct your own work, but the tutors will not do it for you.

In order for us to review the paper, the above information is required in the body of the e-mail. We plan to respond within 48 hours (not including weekends). Students should keep the paper’s due date in mind when sending drafts to allow time for a response.

Open Computer Lab (Room 2645)
The lab includes a library of computerized learning programs and other course related software. A PSC student ID is required to check in.
Student Success Center (Room 2643)
The Student Success Center (SSC) provides academic support to credit students interested in improving student success. We assist students in scholastic pursuits at Prairie State College (PSC).

SSC Frequently Asked Questions:

What tutoring does the SSC offer?
• The SSC offers tutoring in many different subjects – math, English, writing, reading, chemistry, physics, biology, and Spanish are a few of the areas for which we have tutors.

Do I need a referral from a professor?
• No, students don’t need a referral for tutoring. It is the student’s choice to come see a tutor – if you are having trouble understanding a concept or need help writing a paper, you can go to the SSC for help.

Is there a fee for tutoring?
• Tutoring is free for PSC students.

What happens at a tutoring session?
• Students need to have questions in mind when attending a session. Where are you having problems? What don’t you understand?

Do I need to make an appointment to see a tutor?
• No! Tutoring sessions are offered on a walk-in, group basis – first come, first served.
• If one-on-one tutoring might be more helpful for you, please ask a tutor or the coordinator of the SSC about the possibility.
• Students identified as special needs and registered with the director of advising and disability services can make an appointment by calling (708) 709-3663.

Who is eligible for tutoring?
• Students currently taking credit or developmental courses at PSC are eligible for free tutoring.

How long are the sessions?
• There currently is no time limit for walk-in tutoring.

Does tutoring really help?
• In Fall 2008, the SSC conducted a survey of students using the tutoring services:
  • 100% of students who used the SSC felt their grade had improved in the subject for which they received tutoring.
  • More than 60% would have withdrawn from the course without tutoring help.
  • 100% would recommend the SSC to their friends.
  • Of those returning the next semester, 100% said they would return to the SSC.

How to Utilize SSC Tutoring
What to do to prepare for tutoring:
• Come to the SSC having at least attempted the required assignment. Check with your instructor first if you have any questions, then make sure you have specific questions for your tutor.
• Bring any worksheets, assignment sheets, and/or texts needed for the assignment.
• Make sure your written assignment is legible. Typed papers are much easier to work with!

What we do not provide:
• Someone to do your homework/write your paper for you.
• Lengthy, instructional service – please rely on your professor as your main source of guidance.
• A proofing, proofreading, rewriting, or correction service.
• Any guarantee that your work is perfect when you leave.
• A miracle cure.

For More Information
Contact Lisa Hansen, coordinator of the SSC at (708) 709-3507 or ahansen@prairiestate.edu, or Hattie Gipson, receptionist, at (708) 709-3663.