

## SSCOWL (Student Success Center Online Writing Lab)

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. Their paper must come from a PSC student email address. We will not respond to any other e-mail provider. If students are unsure about accessing the PSC student e-mail account, they can see a lab assistant in the SSC Open Lab. 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 students with information on how to correct their own work, but the tutors will not do it for them.



### Students will need to include the following information in the body of the e-mail:

- Name
- Student I.D. number
- The course assignment (i.e. Eng 101)
- Instructor's name and e-mail address
- Phone number where student can be reached
- Detailed description of the assignment (attach an electronic copy of the assignment if available, along with draft)
- What they would like the tutor to focus on in the review

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

# Student Success Center



Comm 01/10

 **Prairie State College**

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Start *near*. Go *far*.

 **Prairie State College**  
prairiestate.edu

# Student Success Center

The Student Success Center (SSC) provides academic support to all credit students intent on improving student success. We assist students in their scholastic pursuits at Prairie State College (PSC).

## SSC Frequently Asked Questions:

### What tutoring does the SSC offer?

- The SSC offers tutoring in many different areas – math, English, writing, reading, chemistry, physics, biology and Spanish are only a few areas in which we have tutors.

### Do students need a referral from a professor?

- It is a student's choice to come see a tutor – if they are having trouble understanding a concept or need help writing a paper, they can go to the SSC and request a tutoring appointment.



## For More Information

Contact the Director of the SSC at (708) 709-3639 or Receptionist at (708) 709-3663.

### Is there a fee for tutoring?

- Tutoring is free for PSC students. Students can get up to an hour of tutoring (in half hour increments) every week in each subject they are taking free of charge.

### What happens at a tutoring session?

- Students need to have questions in mind when they come to a session. Where are you having problems? What don't you understand?

### How long does it take to get a tutor after I submit my request?

- The SSC will try to get students in as soon as possible to see a tutor. Tutoring is by appointment, so students should sign up early.

### What happens if I miss my appointment?

- Please call (708) 709-3663 to cancel. The time the student has signed up for has been set aside – so calling early will allow us to free up that spot for another student.

### Who is eligible for tutoring?

- Students currently taking credit or developmental courses at PSC are eligible for free tutoring.

### How long are the sessions?

- Appointments are scheduled for half hour blocks.

### 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.

- Over 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 Sign Up for the SSC Tutoring

Come to room 2643 or call (708) 709-3663. Students can fill out a form and sign up for an appointment. They can meet their tutor in the SSC.

### What to do to prepare for tutoring:

- Make an appointment in advance. A tutor may not be available if students wait until the last minute.
- Come to your appointment 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.