



Student Success Center On-line Writing Lab (SSCOWL)

Students can submit a paper on-line 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 Prairie State College student e-mail address. We will not respond to any other e-mail provider. If students are unsure about accessing their PSC student e-mail account, they can see a lab assistant in the SSC Open Lab. Please remember that 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 is for (i.e. Eng 101)
- Instructor's name and e-mail address
- A phone number where they can be reached
- A detailed description of the assignment (if an electronic copy of the assignment is available, students should attach it to the e-mail 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 us to be sure we will be able to respond before the due date.