ELAC WRITING CENTER:
HOW TO MAKE A TUTORING APPOINTMENT
Click here to make a tutoring appointment.
Make a Tutoring Appointment

Main Campus Tutoring Description: Students can make an appointment to meet with a tutor face to face at the Writing Center. This location has the most tutors; however, tutors get booked quickly. Therefore, we recommend students who make appointments at Main Campus to make an appointment 1 week in advance.

South Gate Tutoring Description: If you are not able to go to the Main Campus, you can also conveniently schedule an appointment with a tutor at a location closer to them and their classes.

Online Tutoring Description: Using our new Online Writing Lab in Moodle, the Writing Center now provides students with face to face tutoring without cutting back on what is essential for good tutoring: face to face interaction. Click here to find out more.

Reserved for GANAS English 28 Students: Students can make an appointment to meet with a tutor face to face at the Writing Center. Tutor will be able to help students with their writing assignments for all classes, which includes English classes, social science classes, and science classes. After clicking the button, you will need to have your class password handy.

Click on the button that labels the tutoring location you want.
Before you can make an appointment, you must first "Bridge your Student ID." If you have not yet "Bridged your Student ID," click on the button labeled "Bridge Student ID;" otherwise, fill out the "Login" form on the right.

The Username is your "Student ID Number beginning with 88, and your password is Elac followed by the "Month" and "Day" of your birthday.
Writing Center Tutoring Policies: Terms and Agreements

Welcome to the Writing Center's Online Appointment System. This system will allow students to make tutoring appointments where there is computer and internet access. Students can either make reservations here, online, or in person. At the Writing Center's Main Campus site, student may appointments up to 10 days in advance but may only make a total of 3 appointments.

Review the list below before making your tutoring appointment.

1. The Writing Center is not an editing service. Therefore, tutors will not fix grammar, instead they will address grammar patterns.

2. Students must adhere to Writing Center rules.

3. If students are late by at most 5 minutes to their scheduled tutoring sessions, their tutoring sessions are subject to cancelation and given to students on a waiting list.

4. Students must bring essay prompts/questions and notes to insure the quality of every tutoring session. However in the rare case that an instructor does not provide a prompt, class notes will be accepted.

5. Students are only allowed one appointment per day, except the first appointment will be cancelled automatically.

6. Students must bring their student IDs to all tutoring sessions or the appointment will be cancelled.

If you have any questions regarding the Online Appointment System, please click here to send your question.

If you agree to the Writing Center's terms and agreements, click on the button to begin:

Schedule an Appointment Now
Welcome to the Writing Center’s Online Appointment System. This system will allow students to make tutoring appointments where there is computer and Internet access. Students can either make reservations here, online, or in person. For the Writing Center’s Main Campus Site, students may only make a total of 3 appointments in advance. No same day appointments are allowed.

This is the main appointments scheduler screen.

You may click on a date here to view if appointments for a specific day.

An appointment slot with blue and white dots indicate that the appointment time is NOT AVAILABLE.

An appointment slot that is a solid blue without white dots indicate that the appointment time is available.
Welcome to the Writing Center’s Online Appointment System. This system will allow students to make tutoring appointments where there is computer and internet access. Students can either make reservations here, online, or in person. For the Writing Center’s Main Campus Site, students may only make a total of 3 appointments in advance. No same day appointments are allowed.

Click on an available tutoring appointment slot. You will be prompted with a dialog box shown below.

Click the "New Appointment" link to set up your new appointment.
Welcome to the Writing Center's Online Appointment System. This system will allow students to make tutoring appointments where there is computer and internet access. Students can either make reservations here, online, or in person. For the Writing Center's Main Campus Site, students may only make a total of 3 appointments in advance. No same day appointments are allowed.

Monday 7 January 2013

8:30am - 9:00am
Writing Tutoring (1/1)
Students will receive assistance for any writing assignment.

9:00am - 9:30am
Writing or Reading Tutoring (2/2)
Students will receive assistance for any writing or reading assignment.

9:30am - 10:00am
Writing or Reading Tutoring (1/2)
Students will receive assistance for any writing or reading assignment.

10:00am - 10:30am
Writing or Reading Tutoring (2/2)
Students will receive assistance for any writing or reading assignment.

10:30am - 11:00am
Writing or Reading Tutoring (2/2)
Students will receive assistance for any writing or reading assignment.

11:00am - 11:30am
Writing or Reading Tutoring (2/2)
Students will receive assistance for any writing or reading assignment.

12:00pm - 12:30pm
Writing or Reading Tutoring (2/1)
Students will receive assistance for any writing or reading assignment.

Fill out the form accurately. Your name and email address should be populated automatically. However, you must manually enter the class level and professor’s name into the form. After you have entered all information, click "Create Appointment."
Congratulations! You have successfully made an appointment for a one-hour tutoring session at the Main Campus.

You will receive an email confirmation of your tutoring appointment. Please check it to make sure that you have made the correct reservation. You may click here to go back to the Writing Center’s Main Page, or you can choose from the following options below:

- Make Another Tutoring Appointment
- Update Your Tutoring Appointment
- Cancel Your Tutoring Appointment

Please remember that your tutoring session will be cancelled if you show up late to your appointment. You will be able to update or cancel your appointment from the email confirmation you have been sent. However, you will not be able to update or cancel your appointment the day of your appointment.

You will see this screen when you have successfully made your tutoring appointment.
ELAC WRITING CENTER:
HOW TO REGISTER/BRIDGE YOUR STUDENT ID
In order to make an appointment, students must first bridge their Student IDs. Click the "Bridge Student ID" button to begin the bridging/registration process.
Registration – Bridge your Student ID

Student Information

First Name: *

Last Name: *

Email Address: *

Authentication Information

Student ID Number: *

Enter your ELAC password: *

Your ELAC Password follows the following formula: Your password always begins with ELAC. Make sure that the "E" is capitalized. Then, it is followed with the "Month" and "Day" of your birthday. Therefore, if your birthday is January 1st 1990, your password will be Elac0101.

Re-enter your ELAC password: *

Please make sure that you have entered the correct information. The system will not allow to bridge another ID number or email, and you will be required to communicate with the system administrator if you enter incorrect information, which may hinder your ability to access web services.

If you don't know your Student ID Number or your ELAC password, click here for more information.

Accurately fill out all information. Make sure that you have your Student ID number and password available when you fill out the form. Once you have completed the form, click the "Submit" button.
Registration – Bridge your Student ID

You have successfully bridged your Student ID and Password. Please choose from the following options.

**ELAC Writing Center Options:**
- Click here to make an appointment with a Writing or Reading Tutor.
- Click here to reserve a seat for a workshop.

**ELAC Student Services Options:**
- Click here to view all student service announcements.

Once you have successfully bridged your Student ID number, choose from one of the following options.