

Asynchronous Student Guidelines

Thank you for selecting an asynchronous appointment with one of our tutors! Would you mind making sure to read each of the guidelines below for the timeliness and accurate return of your document and suggestions? For tutoring suggestions and comments on your document, essay, or project, please email sac-wctr@alamo.edu.

Include in Your Email

- Your name
- Your document, project, or essay
- Your assignment prompt, rubric, requirements
- What you would like the tutor to focus on in the essay, document, or project.
- Any questions you may have about the appointment or responses.

Additional Information

Once we receive your email, you will be assigned a tutor. You will receive a verification email. The tutor will then have 24 hours from the date and time of the verification email to return the paper/project with feedback. For example, if you send in your request at 9:00 pm on Tuesday and receive a verification email on Wednesday at 8:00 am, the paper should be returned to you by email by 8:00 am on Thursday. In the returned email, you will receive a tutoring report or summary.

The tutoring report or summary email should include:

- A tutor checklist and summary report of your essay.
- Handouts or resources to help you in your revisions.
- A follow-up appointment or discussion, if necessary.
- The Session Satisfaction Survey: <https://alamo-sac.libwizard.com/f/tutorsurvey>.

Tutoring Policies

To align with our philosophy, our tutors will provide summarized feedback, which means they will not edit, fix, or give you the answers on your document. If you would like help in editing, proofreading, or any problem in specific, please indicate that in your email to the tutor so that they may send you the relative support and resources.

If you have any follow-up questions, you may email the scheduled tutor within 24 hours of your returned summary report.

If you would like to make a follow-up appointment or a new appointment, please schedule through Navigate.