



E-Mail Instructions



Math & Writing Center (MON119)

tutor@emcmail.maricopa.edu

1. When submitting a paper by email, please include the following information in the **main part** of the email:

Your (Student) Name	Student ID (Social Security #)	Course (For example, ENG101)
Instructor's Name	Your (Student) Phone #	Due Date (09-24-01)

2. When attaching your paper to the email, make sure it has been typed using one of the following programs:

Microsoft Word 97	Microsoft Word 2000	Microsoft Works 5.0
--------------------------	----------------------------	----------------------------

Writing Center Policies

- The Writing Tutor critiques papers, but does not edit them for all errors. That is the student's responsibility.
- The student is welcome to **set up a one-on-one tutoring appointment** to go over the paper together.
- The paper will be available to be **PICKED UP** at the **Math & Writing Center (MON119)** within 24 **working** hours, unless otherwise notified.



E-Mail Instructions



Math & Writing Center (MON119)

tutor@emcmail.maricopa.edu

3. When submitting a paper by email, please include the following information in the **main part** of the email:

Your (Student) Name	Student ID (Social Security #)	Course (For example, ENG101)
Instructor's Name	Your (Student) Phone #	Due Date (09-24-01)

4. When attaching your paper to the email, make sure it has been typed using one of the following programs:

Microsoft Word 97	Microsoft Word 2000	Microsoft Works 5.0
--------------------------	----------------------------	----------------------------

Writing Center Policies

- The Writing Tutor critiques papers, but does not edit them for all errors. That is the student's responsibility.
- The student is welcome to **set up a one-on-one tutoring appointment** to go over the paper together.
- The paper will be available to be **PICKED UP** at the **Math & Writing Center (MON119)** within 24 **working** hours, unless otherwise notified.