

# Online Writing Lab

You can get written feedback from a HACC tutor by submitting your essay through the writing center email. You can even follow up with your tutor in a live video session to discuss their feedback.

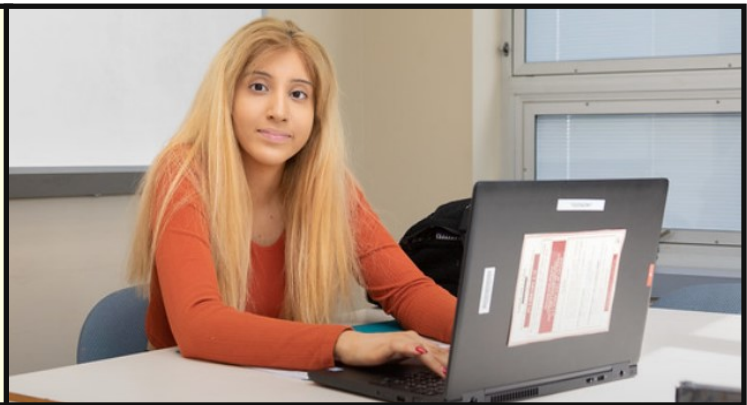
Tutors host these online tutoring sessions through Zoom; check out these [tips](#) to prepare for your online tutoring session.

In order to take advantage of these services, we invite you to [get started with Zoom!](#) Zoom is a cloud-based video conferencing service you can use to virtually meet with others with connection options such as video chat and/or phone.

**In the body of your email submission, provide the information requested on the submission form (page 2)**

**[Tutoring@hacc.edu](mailto:Tutoring@hacc.edu)**

- Attach assignment sheet when available
- Leave additional notes in the body of your email



**One of the most important parts of receiving online tutor feedback is timing.**

Remember, writing tutors require time to review an essay and write feedback. Don't wait too long to submit your essay; if you do, you may not receive feedback before the deadline or you may not have time to make the changes the tutor suggests.

Refer to the table below to assure you receive your feedback in time:



<b>Submit Essay</b>	<b>Receive Feedback</b>
Between 9 am on Monday and 9 pm on Thursday	Within 48 hours
Friday	The following Tuesday
Over the weekend	By 12 pm the following Wednesday

Please direct any questions or concerns to: Lori Corradino: [LGCORRAD@HACC.edu](mailto:LGCORRAD@HACC.edu)  
Timothy D. Smith: [TDSMITH@HACC.edu](mailto:TDSMITH@HACC.edu)

# Are You Ready to Submit Your Essay?

As you prepare your essay for submission, please adhere to the following guidelines.

- All documents must be submitted in .doc or .docx form
- Your essay should not be longer than 6 double-spaced pages
- This is not a proofreading or editing service; while your tutor may address issues of grammar, the tutor's primary focus will be on organization, clarity, and content
- You may only submit an essay twice in a given week

**Please provide the following information in the body of your email submission:**

From: \_\_\_\_\_ (Your name)

Date: \_\_\_\_\_ (Today's date)

Email: \_\_\_\_\_ (HACC Email)

HACC ID: \_\_\_\_\_ (H number)

Subject: \_\_\_\_\_ (Course name)

Do you plan to schedule a Zoom follow up session with your writing tutor? Yes or No



**Unlock  
YOUR  
Success**

HACC Tutoring and Testing

**Submit this information and your essay to: [Tutoring@hacc.edu](mailto:Tutoring@hacc.edu)**

- Attach assignment sheet when available
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We value YOUR feedback!

Our goal is to continue to grow and refine online tutoring support. In order to do that, we need your constructive feedback.

Please take a moment to [fill out this brief](#) survey about your experience with online tutoring.

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YOUR  
Success**  
HACC Tutoring and Testing

**Also Available!**

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