

Policy for Setting Up an Online Tutorial for Distance Education Degree Students*

1. E-mail the Center at wconline@uwstout.edu and provide the following information:
 - A brief summary of your major concerns regarding your paper
 - The due date for your paper
 - An attachment of the assignment sheet for the paper (if no assignment sheet exists, you must provide a detailed explanation of what the assignment entails so that your tutor can best help you).
 - An attachment of the paper for which you wish to receive assistance
2. Once the Center has received this information, you will be notified that your paper has been forwarded on to a specific tutor. **Please note that you will not be assigned a tutorial until you provide the information in #1.**
3. The tutor will make comments on your draft and submit it back to you via e-mail. Due to the involved nature of online tutoring, please allow 48 hours from the time your paper is forwarded to the tutor to the time your essay is returned to you. Please plan accordingly.

Notes About Online Tutoring

1. Your tutor will utilize the comment function in MSWord to provide you with feedback.
2. Your tutor will not edit or fix your paper, but will offer constructive feedback and specific suggestions for improvement, especially as they relate to the major concerns you've outlined.
3. Remember that your tutor will only be available to help you during his/her regularly scheduled Center hours.
4. If you wish to make subsequent online tutorial appointments, please follow the same procedure as noted above; however, you can request a specific tutor. *(In order for us to maintain a consistent procedure, please never e-mail your tutor directly to set up an appointment).*

* At this time, online tutorials are only available to students who are enrolled in a Distance Education Degree Program at UW-Stout.