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| **ONLINE TUTORING/FEEDBACK**  **To all Paralegal and Business Law Students:**  The ARC is here to help you succeed. You are more than welcome to visit the Academic Resource Center (C-102) for face-to-face appointments, but you can also make asynchronous online appointments with Sandra Peterman.  To make an asynchronous appointment, please Email [veronica.nieves@gcccd.edu](mailto:veronica.nieves@gcccd.edu),  taylor.fiehler@gcccd.edu, [samantha.lee@gcccd.edu](mailto:samantha.lee@gcccd.edu) AND [Mary.Graham@gcccd.edu](mailto:Mary.Graham@gcccd.edu) (You could also email everything and then call (619-660-4306) to let them know a request is sitting in the email inbox.).  For students who want to submit work after hours, you can simply email the following information, and the ARC will handle it the next morning.  As soon as they get the email with your assignment and all necessary information, including the instructor’s assignment sheet, they will sign you up with Sandra, who will review whatever has been identified as the focus point by you, and Sandra will provide guiding feedback– please remember the ARC is not an editing service, they are an extension of instruction, so they will help you become better students  Sandra will make comments on your essay in Microsoft Word using Track Changes, and the ARC will email that assignment with comments back to you.  Please provide ALL of the necessary information in every email:  1. Student name  2. Student ID#  3. Instructor's name  4. Course with section number  (for example English 124 #3166, History 105 #2548)  5. Attach the Assignment Sheet, so the ARC knows what your instructor is asking of you.  6. What you would like Sandra to focus on (for example, main idea, evidence, etc.) Annotations |