# The Cypress Center Tutoring Center is offering email-based online English (and writing tutoring for all subjects) to all LSC-Cypress Center students.

After reviewing the student's paper, a Cypress Center tutor will reply with comments, handouts, and guidance to help the student with their revisions.

The turnaround period for papers is:

### 24 - 36 hours when submitted Monday—Thursday

## Up to 72-hours when submitted Friday—Sunday (We don't currently have tutoring available on the weekend.)

To submit your paper for online tutoring, you <u>must</u> address an email to <u>CypressWC@lonestar.edu</u> and include the following information:

- A Microsoft Word compatible copy of your paper
- · A Microsoft Word compatible copy of your assignment
- Your professor's instructions
- · Your name
- Your student ID#
- · The course name and number
- · Your professor's name
- The due date

#### If you omit any of the above information, your paper will not be reviewed

#### Disclaimers:

- · Same day tutoring may not be available
- · Due date tutoring is not available
- The Cypress Center Writing e-mail is checked twice a day (at the start of the tutors' shifts) Monday Friday.

  \*\*\*All submissions are reviewed on a first-come, first-served basis.\*\*\*

Should you have any further questions, please feel free to contact us at <a href="CypressWC@lonestar.edu">CypressWC@lonestar.edu</a> or 832-920-5080