Eastern Center for Excellence in Writing

Montaukett Learning Resource Center (MLRC-226)
Fall 2022 Semester

Tutoring for the Fall 2022 semester is available both remotely (via Zoom) and in person. The center is open when classes are in session, from September 1 through December 23. Refer to the College Academic Calendar for Holiday Closings.

Fall 2022 Tutoring Schedule

Time	Monday	Tuesday	Wednesday	Thursday	Friday
10:00 a.m. - 1:00 p.m.	In-person	In-person	In-person	In-person	Remote/In-person
1:00 p.m. - 4:00 p.m.	In-person	In-person	In-person	In-person	Remote/In-person
4:00 p.m. - 7:00 p.m.	In-person	In-person	In-person	In-person	

Schedule an appointment for **in-person** tutoring. Walk-in appointments are welcome.
Remote tutorials will be conducted live via Zoom by **appointment** only.
A Valid SCCC Student ID is required for all appointments.
For additional inquiries, please email writingeast@sunysuffolk.edu or call (631) 548-3600 (when prompted, dial 1714 and # sign).

Instructions on how to register for our online scheduling system

Instructions:

1. **How to register for an account** - Go to sccceastern.mywconline.com**.** Click on **'Register for an account'**. Create a login using your Suffolk email address and a 10 plus character password. Complete the registration form and you will have successfully registered for an account. You can save the login page icon on your phone's home screen for future use.
2. **How to schedule an appointment -** Login to your account at sccceastern.mywconline.com web portal to view the schedule. Click on the white box of your choice with the date/time most convenient for you. Each white box is a 30-minute session. Complete the appointment pop-up form. You can also upload any documents you would like to share with the tutor. Click **'CREATE APPOINTMENT'**.
    - After scheduling an appointment, check your Suffolk email for confirmation. Be on time. Please allow time for technical difficulties and contact us if they occur.
    - If you scheduled a **Zoom appointment**, the tutor will email you the Zoom information prior to the session. All **in-person appointments** will meet at your scheduled time at the Academic Tutoring Center located in the Montaukett Learning Resource Center (MLRC-226) on the Eastern Campus.
    - **If a session is filled** that you would like to schedule, join the **'WAITING LIST'**. There is a link that appears at the bottom right of each day on the schedule. Click on the link and fill in the pop-up form. If an appointment opens up, a notification will be sent to you via text or email.
3. **How to cancel an appointment -**log into the Suffolk tutoring portal at sccceastern.mywconline.com. Click on your appointment box and click on the **'CANCEL'** button. You can cancel appointments at least 2 hours prior to the session. If you do not cancel within that time, it will be counted as a missed (no show) appointment.

Zoom Sessions

Zoom is a free online service allowing a tutor and student to use video and/or audio to conduct a tutoring session.

Essential Tools for an Online Tutoring Session

- Computer with a headset or microphone and speakers or mobile or land line phone
- Internet Access
- Webcam (preferable but not required)
- Zoom app if using a mobile device. There is no download needed if you are using a computer.