From:	Lee, Dirkson
To:	SBVC Campus; SBVC Full Time Faculty; SBVC Adjunct Faculty
Subject:	The Writing Center will open Tuesday, August 21. PLEASE ANNOUNCE TO YOUR STUDENTS!
Date:	Wednesday, August 15, 2012 1:56:42 PM

Dear Faculty and Staff,

Welcome back to another semester!

Please announce to your students that the Writing Center located in the Liberal Arts building (room-201) will be open for tutoring on **Tuesday, August 21**.

The Writing Center is a free service provided to students of SBVC that helps them to become better writers. Although the Writing Center is not a proofreading service, we have writing consultants to meet with students one-on-one to help them with their writing needs.

The Writing Center will host a series of grammar, writing process, and pronunciation workshops that will be offered in the upcoming weeks. You will receive emails informing you of the days and times when they are available. Please feel free to contact me if you have any questions about the Writing Center. The telephone number for the Writing Center is (909) 384-4464.

Students are strongly encouraged to make an appointment to meet with a tutor. Appointment instructions can be found by accessing the following link.

http://www.valleycollege.edu/student-services/tutoring-academic-support/writing-center/appointment-instructions.aspx

We look forward to working with your students.

Sincerely,
Dirkson

The Writing Center

For students who need help with:

à *Essays*

à *Grammar Review*

à *Research Papers*

à *Book Reports*

à *Analytical Summaries*

à *Lab Summaries*

à *Speeches and Presentations*

à *Scholarship and University Applications*

Writing tutors are available to assist students from all disciplines with all general writing concerns.

Students need to come to the Center (Liberal Arts 201) to schedule an appointment. The Center is open Monday – Saturday. See the appointment schedule for times.