



732-224-2941

writingcenterhelp@brookdalecc.edu

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Monday – Thursday 8 am – 8 pm

Friday 8 am – 5 pm

THE BROOKDALE WRITING CENTER offers friendly one-on-one help with any part of the writing process. Writing tutors are available to help you find a topic, develop and organize your ideas, revise, proofread, cite sources, and more. Appointments begin on the hour, and we offer both in-person and online appointments. Come in today for help with writing assignments for ANY class, college transfer essays, cover letters, resumes, and more!

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How to Schedule an Appointment

1. Log in to Canvas.
2. On the left-hand ribbon in Canvas, click the big "T" (Tutoring) near the bottom.
3. On the next screen, select the red tile for the Writing Center at your preferred location (or "Virtual" for an online appointment).
4. Use the drop-down menu on the next screen to select a tutor (or "Anyone").
5. Select a date from the calendar and a time.
6. Provide your name, email, phone number, and information about your course and/or assignment.
7. Click "Book"— and a confirmation of your appointment will be sent to your **Brookdale student email in Outlook.**

**... OR SKIP RIGHT TO STEP 3
with this QR code!**

(If prompted, follow steps to sign in and verify your ID.)



Writing Center

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FAQs

How do I see my upcoming appointments or cancel an appointment?

Any appointments you've booked should appear on your **Outlook calendar** and have a matching confirmation in your **Outlook email** inbox. Each confirmation has a **Reschedule** tab, which gives you an option to cancel. You can also contact your tutor, call us, or email writingcenterhelp@brookdalecc.edu

How do I attend an online appointment?

You'll get a confirmation in your **Brookdale Outlook email** for any online appointment, which will contain a link to join your meeting in Microsoft Teams. Simply click on that when you're ready to join! Teams works a lot like Zoom, so just select your camera and audio settings, and click **Join Now**.

Please keep your Outlook email available for any messages to or from your tutor in case of technical issues!

What happens to my in-person appointment if the college goes virtual?

You may cancel, reschedule, or switch your appointment format from in-person to online, if possible. Check your Brookdale email for a message from your tutor about your options.

Visit the Writing Center webpage for more info and video tutorials!

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