



# Writing Center

Larrison Hall, Room 118

732-224-2941

Need help? Email  
writingcenterhelp@brookdalecc.edu

## Hours

**Monday-Thursday 8 am – 8 pm**

**Friday 8 am – 5 pm**

The Brookdale Writing Center offers friendly one-on-one help with any stage 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 these or any other writing tasks:

Writing assignments for ANY class

Research papers

College transfer essays

Cover letters & Resumes

## How to Schedule a Writing Center Appointment

- 1. Go to the Brookdale website –**
  - a. Click the MyBrookdale tab in the top right corner of the screen.
  - b. From the drop-down menu, click on Tutoring (on the far left).
- 2. Enter your Canvas username and password to log in.**

- 3. You should see two columns. Click the “Start Now” button in the bottom of the LEFT column.**
- 4. On “Schedule or Cancel a BCC Tutoring Appointment or Lab Time” click “Book Now”**
- 5. Enter the Location, Center, Class, and Tutor you want to work with.**
  - We offer tutoring both in-person and Online.
- 6. On the calendar, select the DAY for your appointment. Underneath the calendar, select the TIME for your appointment.**
- 7. Click “Book.” Enter your phone number, then click the blue “Confirm” button. Now you’re done! Congrats! You will get a confirmation email with your appointment time/date.**

## FAQ

### How do I see my upcoming appointments?

After doing step 4 on this page, at the top of the screen find the “See My Appointments” button. Click on that.

### How do I cancel an upcoming appointment?

On the “See My Appointments” page, go to the appointment you wish to cancel and click the “Cancel Appointment” button.

### How do I attend an online appointment?

After doing step 3 on this page, go to “Start an Existing Online Tutoring Appointment” and click “Start Now.” Under “Select a Category” choose “Writing Center,” then select your class subject, then click “Get Help Now.” This will put you in a waiting room. When it is time for your appointment to start, your tutor will invite you into the online tutoring session, and you will be prompted by the website to join.