



# Writing Center

Larrison Hall, Room 118

732-224-2941

Need help? Email  
[writingcenterhelp@brookdalecc.edu](mailto: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 **writing assignments for ANY class, college transfer essays, cover letters & resumes, and more!**

## How to Schedule a Writing Center Appointment

- 1. Log in to Canvas.**
- 2. On the left-hand ribbon in Canvas, click the big “T” near the bottom (“T” for “Tutoring”).**
- 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.**

- 6. On the calendar, select the DAY and TIME, then click “Book.”**
- 7. Enter your phone number and class number, then click “Confirm.” You will get a confirmation email with your appointment time/date.**

## FAQ

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

After doing step 4 on this page, at the top of the screen find the “See My Appointments” button. Click on that. To cancel, click the “Cancel Appointment” button next to any appointment.

### 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, click the “Join” button.

### Are online appointments over Zoom?

We use an online platform called ThinkingStorm that is similar to Zoom. However, you can meet over Zoom if you prefer. Just log into the online appointment and let the tutor know. They will send a Zoom link to the ThinkingStorm chat.

### What can I do if I must quarantine?

If you have an in-person appointment and are unexpectedly forced to quarantine, email [writingcenterhelp@brookdalecc.edu](mailto:writingcenterhelp@brookdalecc.edu) and we can try to accommodate you.

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

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.