

## ACADEMIC TUTORING CENTER

### Suffolk County Community College – Michael J. Grant Campus

Learning Resource Center, Suite 149

### Spring 2023 Online/In-person Tutoring Schedule

Academic Tutoring Center – Phone: (631) 851-6369 Email: [tutoringcenterwest@sunysuffolk.edu](mailto:tutoringcenterwest@sunysuffolk.edu)

Writing Studio – Phone: (631) 851-6245 Email: [gwt@sunysuffolk.edu](mailto:gwt@sunysuffolk.edu)

#### Mathematics

Monday	10:00 a.m. – 7:00 p.m.
Tuesday	10:00 a.m. – 7:00 p.m.
Wednesday	10:00 a.m. – 7:00 p.m.
Thursday	10:00 a.m. – 7:00 p.m.
Friday	10:00 a.m. – 4:00 p.m.
Saturday	10:00 a.m. – 4:00 p.m.

#### Biology/Anatomy & Physiology

Monday	10:00 a.m. – 1:00 p.m.
Tuesday	1:00 p.m. – 3:00 p.m.
Wednesday	4:00 p.m. – 7:00 p.m.
Thursday	1:00 p.m. – 4:00 p.m.

#### Biology/A&P Group Review Sessions

Location: Sagtikos Building

Monday - Rm 254	2:00 p.m. – 5:00 p.m.
Tuesday - Rm 240	11:00 a.m. – 12:45 p.m.

#### Chemistry

Tuesday	4:00 p.m. – 7:00 p.m.
Wednesday	11:00 a.m. – 1:30 p.m.
	4:00 p.m. – 8:00 p.m.
Saturday	10:00 a.m. – 12:00 p.m.

#### Chemistry Group Review Sessions

Location: Sagtikos Building, Room 255

Wednesday	9:30 a.m. – 10:50 a.m.
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#### Nursing

Tuesday	10:00 a.m. – 2:00 p.m.
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#### Occupational Therapy Assistant

Tuesday	3:30 p.m. – 5:30 p.m.
Wednesday	12:30 p.m. – 4:30 p.m.

#### Veterinary Science

Tuesday	11:30 a.m. – 3:30 p.m.
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#### Writing Studio

Monday	9:00 a.m. – 7:00 p.m.
Tuesday	9:00 a.m. – 7:00 p.m.
Wednesday	9:00 a.m. – 7:00 p.m.
Thursday	9:00 a.m. – 7:00 p.m.
Friday	9:00 a.m. – 5:00 p.m.
Saturday	10:00 a.m. – 2:00 p.m.

#### Accounting

Tuesday	4:00 p.m. – 8:00 p.m.
Wednesday	4:00 p.m. – 7:00 p.m.
Saturday	12:00 p.m. – 2:00 p.m.

#### Computer Science/IT

Wednesday	2:00 p.m. – 5:00 p.m.
Thursday	5:00 p.m. – 8:00 p.m.
Saturday	10:00 a.m. – 1:00 p.m.

#### General Studies

Monday	10:00 a.m. – 1:00 p.m.
Tuesday	10:00 a.m. – 2:00 p.m.
Wednesday	10:00 a.m. – 1:00 p.m.
Thursday	1:00 p.m. – 4:00 p.m.

#### Spanish

Monday	4:00 p.m. – 8:00 p.m.
Wednesday	4:00 p.m. – 8:00 p.m.

#### French/ ESL/ELL

Wednesday	4:00 p.m. – 8:00 p.m.
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To schedule an appointment, please visit:

[sunysuffolk.mywconline.net](https://sunysuffolk.mywconline.net) or

use the QR Code below.



### Instructions:

#### 1. HOW TO REGISTER FOR AN ACCOUNT

Go to [sunysuffolk.mywconline.net](https://sunysuffolk.mywconline.net). Click on '**Register for an account**'. Create a login using your Suffolk email address and a 10-plus character password.

#### 2. HOW TO MAKE AN APPOINTMENT

Login to your account at [sunysuffolk.mywconline.net](https://sunysuffolk.mywconline.net). In the **Calendar display**, click on a white box of your choice with the date/time most convenient for you. Complete the appointment pop-up form by choosing whether you would like a Zoom or in-person session. 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. Please be on time. 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 before the session. **In-person appointments** will meet at your scheduled time at the Academic Tutoring Center located in the Learning Resource Center (LRC-149) on the Grant Campus.

#### 3. HOW TO JOIN THE WAITING LIST

If a session is filled that you would like to schedule, you can join the waiting list. In Calendar display, 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.

#### 4. HOW TO CANCEL AN APPOINTMENT

Log into the Suffolk tutoring portal at [sunysuffolk.mywconline.net](https://sunysuffolk.mywconline.net). Click on your appointment box and click on the 'CANCEL' button.

#### CANCELLATION POLICY:

As a courtesy to your tutor and other students, we ask that you cancel appointments at least 2 hours before the session. This will allow time for another student to schedule that session. If you do not cancel within that time, it will be counted as a missed (no show) appointment. After 3 no shows, your account will be deactivated.

If you have any questions, please email us at [tutoringcenterwest@sunysuffolk.edu](mailto:tutoringcenterwest@sunysuffolk.edu) or call **631-851-6369**.

We look forward to working with you!

***The Academic Tutoring Center Staff***