**Asynchronous Student Guidelines**

Thank you for making an appointment with one of our asynchronous tutors! Please make sure to read each of the guidelines below for the timeliness and accurate return of your document and suggestions.

**Guidelines**

After you have received your confirmation email from Navigate, you will email the following information to the scheduled tutor’s email as provided in your confirmation email from Navigate no later an hour before your scheduled appointment.

**Include in Your Email**

Your name

Your document, project, or essay

Your assignment prompt, rubric, requirements

What you would like the tutor to focus on in the essay.

Any questions you may have about the appointment or responses.

**Additional Information**

As this appointment is asynchronous, you do not have to do anything other make sure you email your information to the email above. **This is not a physical appointment.**

The tutor then has 24 hours from the end of the scheduled appointment time to return the paper/project with feedback to you. For example, if your appointment is 3:00-4:00pm on Tuesday, the paper should be returned to you by email by 4:00 pm on Wednesday.

**The tutoring report or summary email should include:**

A tutor checklist and summary report of your essay.

Handouts or resources to help you in your revisions.

A follow up appointment or discussion, if necessary.

The Session Satisfaction Survey: <https://alamo-sac.libwizard.com/f/tutorsurvey>.

**Tutoring Policies**

To align with our philosophy, our tutors will provide summarized feedback, which means they will not edit, fix, or give you the answers on your document. If you would like help in editing, proofreading or any problem in specific, please indicate that in your email to the tutor, so they may send you the relative support and resources.

All our tutors are randomly selected by Navigate. To engage in multiple experiences and tutoring skills, you may not request a specific tutor. All our tutors are certified in CRLA. For more about CRLA, see their [website](https://www.crla.net/index.php/membership/about-us).

If you have any follow up questions, you may email the scheduled tutor within 24 hours of your returned summary report.

If you would like to make a follow-up appointment or a new appointment, please schedule through Navigate.

**Need help or have questions about tutoring!**
**We are here.**

**E-mail:** sac-tutoring@alamo.eduPhone: (210) 486 - 0165