

## EMCC Online Writing Center How to Submit a Writing Assignment

Students – There are two ways to access the EMCC ONLINE WRITING CENTER. Papers will need to be in one of the following formats when submitted: Word (.doc, .docx); PowerPoint (.ppt, .pptx); or Rich Text (.rtf).

- Visit <u>tutoring.estrellamountain.edu</u> and log in with your MEID and password.
- Visit <u>estrellamountain.edu/students</u> and click Online Writing Center. Then log in with your MEID and password.

Once you have logged in, you will see Writing Lab on the right side of the webpage. Click Submit Paper.



On the next screen, provide the assignment details, add comments if needed, and attach your paper. Assignment details help the tutors provide a thorough review! \*Steps 1-3 are provided below for illustrative purposes. Continue filling out the form through step 11.

## Writing Lab

Expert online writing assistance.

EMCC ONLINE WRITING CENTER

1. The Writing Success Center makes every effort to return papers within 48 hours. "Exceptions include peak periods during the semester return time increases during midterns and the end of the semester when paper volume is high. Papers submitted prior to final Exams Week will still be reviewed in the order in which they are received. New paper submissions will not be accepted during final Exams Week, however, we will be offering face-to-face tutoring. If you have any questions or concerns, please contact Rachel Aborne at rach-laborne@estrellamountain.edu or call 623-935-8221."

2. Course Name and Instructor

Once your paper is submitted, you will have the option to download a receipt.

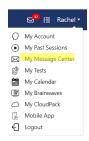
## Writing Lab

You will receive a response within approximately 2 business days in your Message Center. Download Receipt

Your receipt will look like the following image. \* The image is provided for illustrative purposes. The actual receipt will contain more details about the paper submission.



You can check My Message Center to see your submissions as well as papers that have been reviewed and returned to you.



A message will be sent to your student email account when your paper has been reviewed.



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For additional assistance, please contact Rachel Aborne at rachel.aborne@estrellamountain.edu or 623.935.8195.



## Non-Discrimination Statements

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The Maricopa County Community College District does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. For Title IX/504 concerns, call the following number to reach the appointed coordinator: (480) 731-8499. For additional information, as well as a listing of all coordinators within the Maricopa College system, visit http://www.maricopa.edu/non-discrimination.

El distrito de Los Colegios Comunitarios de Maricopa (cuyas siglas en inglés son MCCCD) es una institución EEO/AA y un empleador con igualdad de oportunidades para veteranos protegidos y personas con discapacidades. Todos los solicitantes calificados recibirán consideración para empleo sin considerar raza, color, religión, sexo, orientación sexual, identidad de género, u origen nacional. La falta de destrezas del idioma inglés no es un impedimento para admisión y participación en programas de educación Técnica del distrito.

El distrito de Los Colegios Comunitarios de Maricopa no discriminan con base a raza, color, origen nacional, sexo, discapacidad o edad en sus programas o actividades. Sí tiene preguntas sobre título IX/504, llama al siguiente número para comunicarse con el coordinador designado: **(480) 731-8499**. Para obtener información adicional, así como una lista de todos los coordinadores dentro del sistema de Colegios Comunitarios de Maricopa, visite: <a href="http://www.maricopa.edu/non-discrimination">http://www.maricopa.edu/non-discrimination</a>.