

## How to Submit Papers for Feedback by a Writing Tutor

WaLC writing tutors and lab report tutors are available to provide asynchronous feedback on your papers. Tutors will read and respond to papers, Monday – Friday. Any papers submitted over the weekend will be assigned to tutors the following Monday.

You can expect feedback to include questions and suggestions that enable you to revise your draft independently. We may point out and explain grammatical errors so that you can identify and correct them later. In short, this feedback prioritizes your learning.

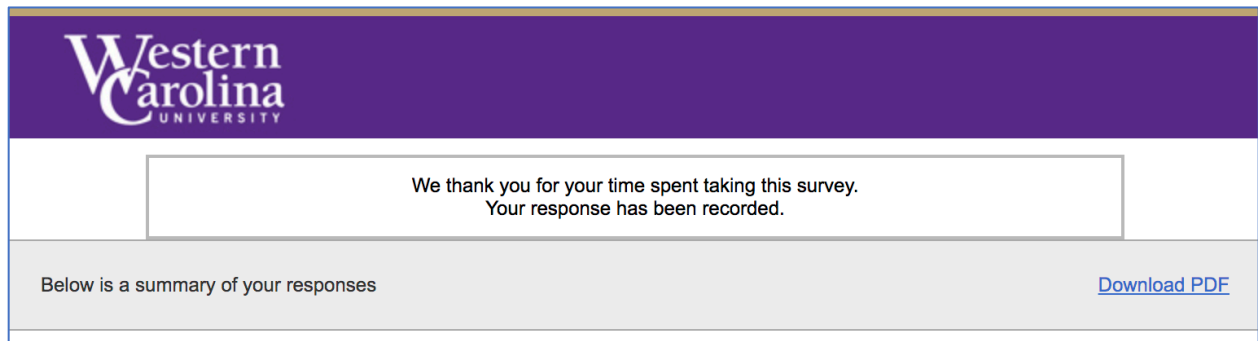
**You will not have the opportunity to give follow-up information after submitting your paper for review.** Before you submit the online form, please prepare the following:

1. A copy of your paper draft, preferably in Word
2. A copy of the assignment that was given to you by your professor, along with any rubrics or additional information that will help your tutor understand the assignment
3. Any questions you would like the tutor to address

### Please submit your paper using our online form:

[https://wcu.az1.qualtrics.com/jfe/form/SV\\_9RW9JH3VkRtCwVn](https://wcu.az1.qualtrics.com/jfe/form/SV_9RW9JH3VkRtCwVn)

Once your paper is submitted, you will receive the following message. If you wish to download a PDF version of your submission, click the “Download PDF” link on the right:



The screenshot shows a survey completion message from Western Carolina University. At the top left is the university's logo. The main message is: "We thank you for your time spent taking this survey. Your response has been recorded." Below this message, on the left, it says "Below is a summary of your responses" and on the right, there is a blue link that says "Download PDF".

**Your paper will be assigned to a tutor in the order it was received.** You will get a notification when your paper has been assigned along with a rough estimate of when you can expect feedback. We appreciate your patience and desire to seek feedback on your assignments.