Skype Tutoring
Writing tutoring is available via Skype on Sundays from 10:00 a.m. to 2:00 p.m.
Here are the steps for making a Skype appointment:
1. Call **773-442-4568** and ask to make a Skype appointment with John. When you book your appointment, you will be asked for your student ID number and email address.
2. Add us to your Skype account prior to your appointment: **neiuwriting1**
3. **At least** one hour before your appointment, email your Skype ID and your paper along with the syllabus and assignment sheet to **jrcahill@neiu.edu**. In the subject line, include the date and time of your Skype appointment, as seen in this example:
   **Subject: SKYPE appointment April 12, 10 a.m.**
4. The tutor will initiate the Skype call, so you have to be at your computer at the exact time of your appointment. If you are not there to accept the call, you will lose your appointment.

Cancellation Policy: If you need to cancel an appointment, let us know by calling the LSC Desk at 773-442-4568.