

SEEK Learning Center

Online Review of Papers, Essays

Dear SEEK Students,

We are pleased to offer “**Online Review of Papers & Essays.**” This is an online academic support service that allows you to email the SEEK Learning Center your papers, essays and/or other written homework assignments for review by one of our English & Writing Tutors. Here is how the online review process works:

1. Save your paper, essay, written assignment etc. as a Microsoft Word document and email it as an attachment to: seek.learning@lehman.cuny.edu
In the Subject Line of the email write: **Request for Online Review**
2. Your written assignment will then be forwarded to an English/Writing Tutor who will review your assignment for grammar, spelling, overall structure and understanding.
3. The Tutor will highlight any grammatical or spelling errors in comment boxes using **Microsoft Word Track Changes** utility and will send the written assignment back to you via email as an attachment.
4. You will then check your email and retrieve your paper and review the Tutor’s comments using **MS Word Track Changes**. While reviewing the Tutor’s comments you can open a back-up copy of your paper and correct it following the Tutor’s guidelines and suggestions.
5. The service is available **Monday thru Thursday**; it is not available on Fridays or the weekend or on holidays. You can email your paper anytime; however, the service will check for papers **Monday thru Thursday** morning between **9am – 10am**. If you email your paper after 10:00am it will not be retrieved until the next day. If you email your paper on Friday or the weekend it will not be retrieve until Monday. Retrieved papers will be reviewed and return to students with comments within **48 hours**.

6. For information on how to activate and use Track Changes in Microsoft Word please click on the following Web Address: <http://www.gcflearnfree.org/word2013/26.4>
7. If you have any questions about this service please contact us at (718) 960-7705, Monday-Friday, 9am-5pm.

