**Math Resource Center for Students MaRCS**

UTEP LIBRARY RM. 218/PH:(915) 747-5366

**HOURS OF OPERATION**
- **Monday** 9:00am - 6:00pm
- **Tuesday** 9:00am - 6:00pm
- **Wednesday** 9:00am - 7:00pm
- **Thursday** 9:00am - 6:00pm
- **Friday** 9:00am - 2:00pm
- **Saturday** 11:00am - 2:00pm

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**History Tutoring Center**

LIBERAL ARTS BUILDING RM. 331

The HTC can help put everything into perspective! The History Tutoring Center is here to serve you, the student. Our purpose is to assist you with any questions you may have concerning the HIST 1301 and 1302 and Hist 2301 and 2302 courses.

**When you visit the History Tutoring Center:**

Give yourself ample time to finish your course assignments (you should not expect any tutor to work on your assignment the night before it's due). Come with specific questions in mind. The HTC is not a crutch! You will not be given the answers. We will make you think!

1. Do not expect tutors to know everything.
2. Come to the History Tutoring Center prepared. This means you need to read the material before you come in!
3. Try your best to bring a typed draft of your written assignment.
4. Create study groups. Work with your classmates and discuss what everyone thinks the material is all about.

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**University Writing Center**

UTEP LIBRARY RM. 227

PH: 747-5112

EMAIL: uwc@utep.edu

**Regular Tutoring Hours**
- **Monday** 9:00am - 4:00pm
- **Tuesday** 9:00am - 4:00pm
- **Wednesday** 9:00am - 4:00pm
- **Thursday** 9:00am - 4:00pm
- **Friday** 9:00am - 2:00pm
- **Saturday** CLOSED
- **Sunday** 1:00pm - 5:00pm
Don’t have time to come to the writing center in person?
Our online tutoring service allows you to e-mail your paper to the Writing Center. Once we receive your paper and information about what kind of assistance you need, a tutor will read it, provide suggestions for revision, and e-mail your paper back to you, often within 72 hours.

In order to get the most out of an online tutoring session, please make sure you have submitted a semi-polished draft. The tutors do not proofread or edit documents.

Note: You must submit the form (see below) that collects a little information about you and your assignment.

How to send your paper to a tutor:

1. Fill out this form (http://academics.utep.edu/Default.aspx?tabid=57766) and submit to University Writing Center.
2. Next, prepare an e-mail to UWC and attach the paper you want reviewed. Be sure to save your paper in Rich Text Format (RTF).
3. If you have an electronic copy of your assignment, attach that, too.
4. Next, e-mail your paper (and assignment sheet) to uwc@utep.edu.
5. Normally, it will take a tutor 72 hours to return your paper with revision suggestions. (see note*)
6. Be sure to check your e-mail during this time in case the tutor needs to contact you with any questions he or she may have.
7. Remember, although you can e-mail your paper to us at any time, tutors only work during the University Writing Center’s regular hours.

If you have any questions about this service, please e-mail us at uwc@utep.edu.

**NOTE:
Thank you for using UWC’s online tutoring services. However, if you submit your work during the weekend (Friday noon- Monday 9 a.m.), your document will take at least 72 hours to be reviewed.

The online starting time for a weekend submission begins on Monday morning at 9 a.m., which means that someone will respond back sometime between Monday through Wednesday. If you need tutoring assistance within 72 hours, the online tutoring option may not work for you. In this case, a better option may be to come into the writing center to have your assignment reviewed by a tutor. UWC is open on Sundays from 1-5 p.m.

Thank you for your consideration in this matter.