# Virtual REAL Center Submission Form

## PLEASE FILL IN ALL FIELDS:

Date of Submission:

Last Name:

First Name:

Student ID #:

WTCC Email Address:

ENG Course #: *xxx*

ENG Section #: *xxxx*

Instructor Name:

Assignment Name/Type:

Assignment Due Date:

## WHAT CAN WE HELP YOU WITH?

### **Click to choose up to 3 areas of concern from these drop-down menus:**

Primary Concern: Choose an item.

Secondary Concern: Choose an item.

Additional Concern: Choose an item.

## HOW WE WORK:

* Email the following 3 files to us at [**REALcenter@waketech.edu**](mailto:REALcenter@waketech.edu)
  + Your draft
  + Copy of assignment instructions (not the grading rubric)
  + Completed Submission Form
* **ACCEPTED FILE FORMATS:**
  + **Please use .docx or .rtf files only. Upload files as attachments to your email message.**
  + **Please, no .pdfs, sharepoint, OneDrive, or Google links.**
* Please allow **1 business day** to receive feedback after we accept your submission.
* A faculty tutor will email your feedback **by 11:59pm** on the day they review your submission. You may receive your feedback in the evening, after business hours.
* A faculty tutor will review your assignment for about 25 minutes, the usual length of a REAL Center appointment. You may need to use our service more than once to have all your concerns addressed.
* We will review a single assignment **no more than 3 times.**
* We won’t comment on what grade you might earn. Students are responsible for making corrections to their work and contacting their instructor with grading questions.
* We use MS Word comments to provide feedback. If you’re registered with DSS and would like to receive comments in an alternate form, please indicate what accommodations are needed: