



Distance Education Unit

# PA & Off-Campus Tutorial Help Centre Submission Form

Name

Address

City or Town

Province

Country

Phone

Your U of S email address, **must be formatted as "abc123@mail.usask.ca"**

Off-Campus site

Class Name

Section Number

Class Location

Instructor's Name

**Return this form with your submission**

**Assignments accepted and returned  
7 days a week**

Email: [distance.writing@usask.ca](mailto:distance.writing@usask.ca)

## Writing Centre

Telephone: 306.966.4594

Please leave a message if no one is available when you call.

### Assignments accepted and returned 7 days a week

The Writing Centre needs a minimum of 48 to 72 hours (except holiday weekends) before the assignment due date to ensure a response.

We will try to accommodate assignments submitted outside the timeline; however, we may not be able to return it before the assignment due date.

#### Mandatory Requirements for Submission:

- A copy of this submission form.
- A copy of your submission (must be a Word document), and indicate the number of pages in the space below.
- A copy of the topic assigned. It allows us to assess whether or not you have met the objectives of the assignment.

Today's Date

Due Date

Number of Pages Submitted

Comments/Notes



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SASKATCHEWAN**