

# Writing Center Services and Policies

## Services:

1. Thirty-minute writing consultations by appointment with a member of the tutoring staff. Students with appointments are always given priority over drop-ins
2. Drop-in writing help (first-come, first-served) to help answer your questions about writing
3. Worksheets, computer software, reference materials, and internet resources on all aspects of writing and the writing process
4. Computers and a printer for your writing use
5. A quiet and relaxed writing/studying room

## Policies:

1. Writing consultations have a 30-minute time limit; if students need more time to work on their assignment with a tutor, they are encouraged to make multiple appointments over several days.
2. Students must be present to have a paper analyzed by a tutor. The Writing Center is not a drop-off, proofreading service.
3. Students need to proofread their paper at LEAST once before having a tutor look at it.
4. Members of the Writing Center staff can refuse service to any student whose paper is due in less than an hour.
5. We will NOT proofread papers FOR students. We will guide you through the writing process and help you to assess your own writing, but we will not do the work for you.