The University College Writing Center is here to help you develop as a writer by offering one-on-one sessions with professional writing consultants, and in some cases peer tutors. We are focused not on correcting your work, but on helping you find ways to improve the assignment at hand and in the process helping you become more confident in your ability to write. It is strongly encouraged that you bring a typed draft in order to receive the maximum benefit from consultation sessions. In order that we may work cooperatively together, please read the following policies:

1) YOU MUST SCHEDULE AN APPOINTMENT IN ORDER TO GUARANTEE SERVICE; walk-ins will be serviced in the order in which they arrive.

2) Because you are responsible for your own work, you are prohibited from dropping off your paper to be proofread, edited, or otherwise checked.

3) If you are more than 10 minutes late, you will lose your appointment.

4) If you are a no-show for an appointment, you must meet with the Director before you will be allowed to reschedule any future appointments. If you have two or more no-shows, you will lose your writing center privileges for an entire semester.

5) Sessions will last between 30 - 45 minutes, depending on types of problems and whether anyone is waiting.

6) The amount of work done on a paper in one session is determined by the length of the paper, the complexity of content, the number and types of problems, and the time remaining before the paper is due.

7) Papers will be read out loud by the students. If a student wants help with surface problems, the paper must be typed or otherwise clearly legible.

8) Consultants may not write on student papers under any circumstances. Any suggestions and/or comments will be made on the consultation form. Consultants will aid in the writing process, however they are not ghost-writers.

9) ALL visits to the writing center will be reported to your instructor.

10) Visits to the writing center on the day the paper is due may not count as a required visit for some instructors.

I have read these rules and understand them.

Printed name ___________________________ Banner ID ___________________________

Phone Number __________________________ Email ___________________________

Current Classification ____________________ Major ___________________________

Signature _______________________________ Date _______________________________