



Writing Center Operating Policies

aka The Rules

Students benefit from our services only if the Writing Center (WC) operates efficiently. When valuable time is wasted, the Center's services are compromised. These policies clarify how the Center operates. **All registered students are given a copy of these Rules and are expected to adhere to them. Failure to do so gives the WC the right to curtail a student's privilege to use the Center's resources.** Please note that if you need help with your writing skills, you should come to the WC as soon as your assignment is given to you and not wait until the last minute. Tutors work with students' papers at any stage of their composing process but may **deny** you the privilege of their advice if you wait too long to see them. If your paper is due today or tomorrow, we regret that you did not come in sooner!

- **REGISTER** — Students must **register** with the WC in order to conference with a tutor. Once registered, students can schedule appointments during that semester. As part of the registration process, students will receive a copy of these policies for reference.
- **BOOKING IN ADVANCE** — Registered students may make an appointment up to a week in advance of a preferred date. A student wishing to establish a standing appointment throughout a semester must have the WC Coordinator's approval.
- **ARRIVE ON TIME** — Tutors hold a conference appointment for ten (10) minutes; if scheduled students do not arrive within ten (10) minutes of the start time, they forfeit the session. The remaining 35 minutes of their slot will be given to another student.
- **WHAT TO BRING TO YOUR APPOINTMENT**
 - Two copies of your draft, typed, double-, or even triple-spaced.
 - All of the resources you used and cited in your paper (i.e., all articles, books, printed copies of internet sources, etc.)
 - Your professor's assignment handout, rubric, instructions, etc.
 - Your Registration Bookmark containing your Student ID Number and record of your appointments.
- Your own writing instruments and paper.
- **Be sure to have read your draft beforehand.**
- A prepared list of questions that you may have about your paper that you want to use the time of your session to focus on.
- Your Flash Drive, in case you need to save anything from the computer during your session.
- **WHAT NOT TO BRING**
 - Your cell phone (or at least make sure it is turned off; cell phone use is not allowed).
 - Your children; regrettably, children are not allowed in the WC.
 - Food or Drinks
- **1 APPOINTMENT A DAY** — Registered students may make only one appointment per day.
- **2 APPOINTMENTS A WEEK** — Registered students may make only two appointments per week.
- **WALK-INS** — Walk-in students are served on a first-come, first-served basis.
- **CANCELLATIONS** — Students must cancel an appointment **at least two hours before** it is scheduled to begin. Call the Center at **203.285.2245** with your cancellation. The Center keeps a wait list of students wanting appointments, so giving advanced notice of a cancellation allows us to contact students on that wait list. **Students who cancel more than once will not be allowed to schedule another appointment for two weeks.**
- **FAILURE TO APPEAR** — Students failing to appear for their scheduled appointment will not be allowed to schedule another appointment **for the rest of the semester.**
- **PRIVACY** — The WC respects students' right to privacy; therefore, all student information – registration details, data base statistics, papers, conference assessments, etc. – is kept strictly confidential by all WC staff.

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- **WHAT TUTORS EXPECT FROM YOU**

- Tutors prefer working with typed, rather than handwritten, drafts; if possible, bring two copies of a draft, one for you and one for the tutor. Double-, even triple-space a draft to leave room for taking notes and making revisions during your conference.
- Do not waste conference time with formatting or printing your paper. Do that on your own time before your conference is scheduled to begin.
- Be prepared, and know what you need help with before you see the tutor. Tutors prefer to discuss **your** concerns for your paper rather than their own.
- Tutors expect students to have proofread their drafts prior to the conference, noting on their drafts any questions, concerns, or confusions they wish to discuss.
- When working on a research assignment, tutors expect students to bring with them all

the resources – books, journal or newspaper articles, essays, etc. – they plan to cite in the paper and reference at its end. Tutors can only assist students with proper documentation practices, APA or MLA, if they can review the actual resources with the students.

- Tutors are charged with following a conference protocol that emphasizes higher-order concerns (HOCs) of a paper over lower-order concerns (LOCs) (for a more detailed description of what these are, access the “Higher and Lower Order Concerns” document in the WC Vault). Tutors expect that students will accept their judgment if a paper’s HOCs are in need of revision before LOCs can be addressed. Also, if a paper is particularly in need of both HOC and LOC revisions, students should expect to devote more than one conference in order to address them all.