• The Writing Center is not here to write your paper for you.
• Meet with your instructor to discuss assignments and content prior to a tutoring visit.
• Papers must be printed prior to session and double-spaced.
• Papers must be proofread and polished.
• Papers should not be due the day of the session.
• Tutors cannot provide assistance with content.
• In compliance with the College Intellectual Integrity Policies, tutors cannot assist with take-home exams.
• Arrive to appointments on time, acknowledge your presence with a tutor and remain seated outside.
• You might lose your appointment if you arrive late.
• You must leave when your appointment time is up.
• The maximum length of a walk-in session is one hour.
• Walk-ins must sign in and wait outside until their name is called or they will forfeit their slot.
• Appointments must be canceled at least 24 hours in advance; tutors cannot cancel appointments.
• There is no group writing tutoring.
• Tutees are expected to be courteous and respectful.
• Cell phones must be turned off and put away.
• The Writing Center computers are for tutor use only.
• Tutors cannot sign for proof of Writing Center attendance. See Libby Sperduti in the Office of Learning Services, 173 Marano Campus Center.
• Tutors have the right to end a session if these policies are not followed.