



## **West Sacramento Writing Center Policies**

Our mission is to help you become a better writer. As such, the policies here are designed so that each student can have equal access to the Writing Center and its benefits. The Writing Center reserves the right to refuse service to any student with respect to our policies.

### What We Offer

- Assistance with pre-writing tasks, such as creating an outline or brainstorming.
- Revision advice with regards to sentence, paragraph, and/or essay structure.
- Help identifying patterns of errors.
- Explanations of grammar rules and concepts.

### We Will Not

- Help with take-home midterms or finals without the explicit consent of your instructor.
- Provide assistance on essays or assignments the same day they are due.
- Edit your work.
- Assess or grade your work.

### Your Appointment

- What to Bring
  - Your assignment sheet or essay prompt.
  - A hard copy of your current draft, earlier drafts, and any relevant notes.
  - The sources used in your essay.
  - Your thoughts about how to improve your essay.
  - An open mind and willingness to respond to the I.A. or tutor.
  - Any feedback you have received from your instructor.
- What to Expect
  - An encouraging and supportive environment for talking about your writing.
  - Assistance from a trained graduate- or undergraduate-level writing tutor.
  - A one-on-one session devoted to your writing.
  - Feedback, questions, and useful strategies you can implement in your writing processes.

### Scheduling Appointments

- You are allowed a maximum of **three** scheduled appointments per week, **one** appointment per day. Appointments are 55 minutes long.

### Walk-in Policy

- Walk-in appointments are available and can be made at the front desk, or by stopping by our office. All walk-ins are on a first-come, first-served basis.

### Tardiness

- If you are running late for your appointment, please give us a call at (916) 375-5514. If you are more than 15 minutes late, your appointment may be cancelled.

### No Shows

- Failure to show up for your appointment will result in the appointment being counted as a no show. Excessive no shows (2 or more) may result in your appointment scheduling privileges to be revoked, limiting you to walk-in appointments only. If you call ahead and cancel the appointment, you will not be marked as a no-show.

### Misuse of Appointment Time

- By scheduling an appointment at the Writing Center, you reserve a timeslot such that another student may not schedule an appointment during that time. Therefore, your attention and participation in the tutoring session is important. Please use technology only to the benefit of your session. The tutor is here to help you. Communication and collaboration are necessary for a productive tutoring session.

### DSPS Accommodations

- If you qualify for DSPS, you are entitled to 2 additional appointments with the WSC Writing Center; however, you may not exceed 1 appointment per day. If you are in need of more tutoring sessions, we encourage you to reach out to the main campus Writing Center.

*Questions or concerns? Please feel free to contact us at (916) 375-5514 or at [WestSacWritingCenter@gmail.com](mailto:WestSacWritingCenter@gmail.com).*