



## The Writing Center Bldg. 26B, Room 100

### Policies & Procedures

Spring 2008

Call 909.594.5611 x5325 for Tutoring Appointments

#### Hours of Operation

Monday & Wednesday: 9 am – 9 pm  
Tuesday & Thursday: 8:00 am – 6 pm  
Fridays & Sundays: 9 am – 3 pm  
We are closed on Saturdays

#### The Writing Center will be closed on:

Cesar Chavez Day.....Monday, March 31  
Memorial Day.....Monday, May 26

The computer lab may close intermittently for orientations and technical repairs.

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The Writing Center staff is here to help you with your writing needs. Our tutors are trained to help students with papers from any class on campus in any stage of the writing process, including brainstorming, revising, and editing. Students can come to the center for walk-in tutoring or make appointments by calling x5325. Walk-ins will be handled on a first come, first served basis. Appointments will be held for five minutes and then become available to waiting students.

We also have lab assistants on-site to help with computer issues and with the instructional software, including citation style and grammar programs. The Writing Center staff is also available to help students and faculty make optimal use of the Center.

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#### Some of the resources available in the lab include:

- ❖ Tutoring
- ❖ Instructional Software for Writing & ESL
- ❖ Internet Access for Research and Blackboard
- ❖ Writing Workshops
- ❖ Word Processing, Power Point, and Excel
- ❖ Color Printing and Scanning

**To use the Writing Center all students:**

- need to register each semester and have a current student ID with them
- should work on course-related material only
- should bring a flash drive in order to save work
- should bring assignment directions, essays, textbooks, and other materials
- should avoid using electronic devices such as cell phones, radios, MP3, CD or DVD players
- need to be scanned out of the lab before leaving and pick up student ID and printer cards

**What to expect from a tutor:**

- All tutors will provide competent, friendly, courteous service.
- Tutors will work with students in a conversational manner to improve their understanding of the assignment, develop ideas, revise drafts, or work on targeted areas of grammar, style, bibliographic citation, or formatting.
- Tutors will not write, edit, or proofread papers for students.
- Tutors will work on only one writing assignment at a time.
- Only faculty can evaluate student writing. Tutors do not assign grades or predict paper scores.

**Unauthorized Use of the Writing Center and Student Behavior:**

- Unauthorized use or misuse of any Humanities Division computer system or its components will result in disciplinary action in accordance with Student Discipline Policy (A. R. & P. 609) and the California Education and Penal Code.
- Students not registered for the Writing Center are not permitted to remain in the Center.
- Disruptive or inappropriate behavior is not permitted.
- No children are allowed in the Center.

**TO KEEP THE CENTER IN THE BEST  
WORKING CONDITION FOR EVERYONE,  
NO FOOD, GUM OR DRINK IS PERMITTED.**

