

## Guidelines for Using the Writing Center

1. To schedule a tutorial, fill in the **Tutorial Booking Form** on the Sophia Writing Center Website (<http://www.flawritingcenter.org>). Be sure to check our availabilities first by clicking **[here]** on the same page. Once the form has been submitted, you will first receive **an automated response** for your reference. After staff has processed your booking, you will receive **a proper booking confirmation email**, sent manually, that includes the day, time, tutor name and zoom info of your booking. **NOTE:** You can make only one booking at a time. If your assignment is group work, then you can book a session with your partner(s), but otherwise, please book alone.
2. Once you have scheduled a tutorial, that session is unavailable to other students. Thus, you should ensure that you **APPEAR AT YOUR SCHEDULED TIME**. If it is necessary to cancel a session, do so ASAP (a day before, the latest). Students who ignore this policy will lose the privilege of using the writing center for one full semester. Also, if you are online, make sure you are **at home or in a quiet place** (i.e. not a café) and be prepared to leave your camera **ON**.
3. After you schedule your tutorial, **YOU MUST FILL IN THE TUTORIAL PREPARATION FORM BEFORE ARRIVING** for your session. Complete this form **IN FULL**. The information will help your tutor to provide more effective writing assistance. In responding to the question “*What is your assignment or task?*”, be as specific as you can.
4. **BRING A HARD COPY OF THE ASSIGNMENT if you are taking a F2F tutorial / PREPARE THE ASSIGNMENT ON YOUR PC if you are taking an online tutorial** as tutors will ask you to **screenshare** your document. Tutors will help ensure that you have understood the assignment and that your work meets the specific requirements of that assignment. (Ineffective papers are often the result of not following the assignment.) **TABLETS AND PHONES ARE UNACCESSIBLE in the Tutorial Room / UNPREFERRABLE for online tutorials.**
5. **COME PREPARED WITH SPECIFIC QUESTIONS AND GOALS.** Your tutor will try to engage you in a dialogue about your work. Listen carefully and respond in detail to your tutor. **TAKE ANY NECESSARY NOTES – TUTORS WILL NOT WRITE ON YOUR PAPER.**
6. Your tutor will **NOT** cover all writing issues. Generally, the tutor will begin by focusing on higher-order concerns (e.g., thesis, organization, development), and then, when those concerns have been sufficiently addressed, will move on to lower-order concerns such as grammar and sentence construction.
7. Your tutor will **NOT** edit or rewrite your paper. **THE TUTOR’S JOB IS TO HELP YOU BECOME A MORE INDEPENDENT WRITER.** Thus, your aims in a tutorial are to learn how **YOU** can improve the quality of the assignment you are working on and to develop further your writing strategies and skills.
8. **MAKE YOUR APPOINTMENT WELL IN ADVANCE OF YOUR DEADLINE.** This will give you enough time to revise your paper effectively, based on your tutor’s suggestions. You may also find that you need to return to the writing center for another tutorial before submitting the paper.
9. After your tutorial, fill in the **Tutorial Reflection Form** (link included in the confirmation email). This will help you remember and

reflect on what was discussed.