

## Cowley College Writing Center: Student Guidelines

1. We can help with any type of writing assignment (except tests) for any course. We can also help with resumes, cover letters, personal statements, and scholarship essays. Come by at any stage in the writing process from brainstorming ideas to editing the final draft.
2. The WC is a supplement to the classroom. We provide advice and assist with writing skills. Do not expect a tutor to write the assignment for you or to predict your grade.
3. We have several options available:
  - a. In-person Tutoring – Work directly with a tutor in the Writing Center room (Renn Library 111) on your assignment or work on your own but ask tutors short, specific questions as they come up.
  - b. Group Workshops – Attend group workshops on popular writing topics throughout the semester. Check with the WC for schedules. Workshops may be held in-person or virtually.
  - c. Virtual Live Tutoring – Work with a tutor online through Zoom, a videoconferencing tool. These are drop-in hours, so you can click at the link at any point during those times without an appointment. Find the current Zoom link and hours on [cowley.edu/writing-center](http://cowley.edu/writing-center). You may access Zoom from your computer, tablet, or phone. If other students are in the virtual room, please be patient until a tutor is available.
  - d. Email Feedback – Email your paper to [writingcenter@cowley.edu](mailto:writingcenter@cowley.edu) to receive written feedback from a tutor. Send a Word document of your assignment with your name, ID number, the class, due date, description of the assignment, and what areas of writing you would like help on. We will return a copy of your assignment with our comments to you within 48 hours (72 hours over weekends).
4. Tutoring sessions can last up to 30 minutes. If no one else is waiting at the end of your time, you may then continue to work with the tutor for up to an hour. In order for us to provide service to as many students as possible, and to encourage student independence, we may limit tutoring time to one hour per day and three hours per week.
5. It is the student's responsibility to be aware of instructor expectations for any assignment. Please bring a copy of the assignment you are working on, including any rubrics, guidelines, readings or handouts the professor has provided. You should also bring any work you have done on the assignment so far.
6. Be considerate of others. Work quietly, use headphones, and silence cell phones and electronic devices. If you need to take a call, please step outside of the WC. This is a computer lab so you should not bring food or drinks into the WC. Also, you should not bring guests such as friends, children, or relatives.
7. Use computers and printers responsibly. The computers in the WC are for students receiving services. The printer may ONLY be used for printing drafts of papers or assignments to be used during tutoring sessions in the WC. If you need additional computer or printer capabilities, please use the Library.
8. We will provide notes for your teacher, advisor, or coach upon request for tutoring sessions.

## Additional Support Services

If you want to work on your writing during the hours the Writing Center is closed, you have several available options for additional support.

1. *IMPACT*: If you are eligible, make use of IMPACT, which is a federally funded Student Support Services TRIO program designed to help Cowley students succeed. They provide tutoring as well as transfer visits, IMPACT courses, career exploration with career previews, cultural trips, and laptop & calculator checkout program. IMPACT is located in the Underground, lower level of the Nelson Student Center. Visit <http://www.cowley.edu/academics/impact/index.html> to see if you are eligible.
2. *Tutoring Services*: If you can't make the Writing Center's hours but still want help in person, Tutoring Services has peer tutors available Monday-Friday in the Library basement.
3. *Tutor.com*: If you cannot get to campus or you need help at other times, you also have an online option through Tutor.com. You can access this online tutoring option through Blackboard.
4. *Professor's Office Hours*: Remember your professors also have time set aside to work with students. You can find their office hours and location on your syllabus.