

Writing Center policies

Appointment Policy:

1. Use the Navigate link on the Writing Center OpenLab site to choose a tutor and a time.
2. You can make up to two one-hour sessions per week.
3. You can join as many workshops each week as you'd like – there's no limit. To join, check on OpenLab for the Zoom link.

How To Get Ready For An Appointment:

1. Bring assignment prompt.
2. Bring the draft, notes, or outline to the meeting. However, it would be best if they're posted early if that's possible; be sure to let us know where it is. Here are instructions on how to use Google Docs or SharePoint doc:
 - YouTube on Google Docs
 - YouTube on SharePoint
3. Bring any other relevant material that might help, such as instructor-provided templates or models of the assignment.
4. Write down the top three concerns about this assignment as well as what you would like to accomplish during the session.

Late Policy:

1. The length of an appointment is 45 minutes. If you're late, that amount of time will be deducted from that 45 minutes. In other words, if your appointment is from 10-10:45 and you arrive at 10:10, your appointment will still end at 10:45.
2. If you know you're running late, communicate with us so we can plan to wait and not mark it as a no-show after 10 minutes.
3. After 10 minutes, it's marked as a no-show which has other consequences (see the No Show Policy).

No Show Policy:

1. Three no-shows and you will have to email the Acting Director (jbut@citytech.cuny.edu) directly to explain why you should be allowed to have continued appointment privileges.
2. Once the Acting Director receives that letter and replies to you, you'll be on "probation." The next no show will mean you lose your one-on-one tutoring privileges.
3. You may still attend all the workshops and productivity sessions you wish.