How the Writing Center Works

WHEN

● The Writing Center will be open for fall semester 2016 from Monday, September 19th to Tuesday, December 6th.
● Our hours are Monday through Thursday: 12 – 5 and 7 – 9, and Friday: 11 – 2.
● On Wednesdays, we have workshops on relevant writing topics from 5 – 5:30 in the Writing Center. Check AceNotes for announcements. There will be food!

WHERE

● We are located in the Clifford Library, Room 153, on the circle next to the Koch Center.
● Our UE Web page has many valuable resources including linked documents on writing and grammar.
● Our Facebook page - UE Writing Center - has writing links, workshop announcements, vocabulary help and other general writing support.

MAKING AN APPOINTMENT

● It’s really easy. Go to: Acelink…Areas…Writing Center…Appointments…Create an Appointment.
● Register for an account and you can then access the center from any mobile device to book or cancel a session.
● The site manages appointments and cancellations, you will receive an email or text reminder before you appointment and your professor will receive feedback from the tutor who worked with you.

WHAT TO DO NEXT

● Bring the assignment sheet or draft of your paper.
● Prepare specific questions for your tutor to get the most out of a session. For example, “Can you help me to see if my thesis statement is clear?”
● Plan to visit the Writing Center well in advance of an assignment due date. If you come in the day before or the day an assignment is due, you may not have enough time to make the revisions discussed during a session. Seems obvious, but…
● Arrive a few minutes early for appointments and don’t be late. If another student is waiting, that student will be helped if you are over five minutes late. We hope to see you soon!