



HOW TO USE THE WRITING CENTER / SPRING 2018

WHEN

- The Writing Center will be open from **Tuesday, January 16th to Wednesday, April 25th**
- Our hours are **Monday through Thursday: 10 – 9, and Friday: 10 – 1**

WHERE

- We are located in the **Clifford Library, Room 253**, on the circle next to the Koch Center.
- Our Acelink webpage has many valuable resources including documents on citation and grammar.
- Our **Facebook** page [**UE Writing Center**] also has writing links, vocabulary help, and other general academic writing support.

MAKE AN APPOINTMENT

- It's really easy! Go to: **Acelink...Areas...Writing Center...Appointments...Create an Appointment**
- Register for an account - or sign in if you have used the Writing Center before - you can then access the center from any mobile device to schedule or cancel a session.
- This site manages your appointments, cancellations, and reports. You will receive an email reminder before your appointment and your professor will receive feedback from your tutor afterward.

WHAT TO DO NEXT

- Bring the assignment (writing prompt) or draft of your paper.
- Prepare 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 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 first if you are over five minutes late.
- We hope to see you soon!

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