

Tips for Using the Writing Center



FULLERTON
COLLEGE elevating.
excellence.
WRITING CENTER

WHAT SERVICES DO WE OFFER?

- **Tutoring appointments for any kind of writing assignment**
e.g., any class writing assignment, resume, and personal statements
- **Help during any stage in the writing process**
e.g., brainstorming, revising, editing, proofreading, and more
- **30-minute appointments or 1-hour if DSS student, enrolled in ENGL 59-99, or enrolled in any ESL course** (*note: 1-hour appointment upon request*)



- **Free workshops**
e.g., writing a strong thesis statement, in-class essays, etc.
- **We also have computers that students can use to do their work**
(*note: must set up a printing account at Bookstore to print from our center*)

WHAT DO YOU NEED TO KNOW?

- You may schedule 2 appointments a week (EOPS students can schedule 4 appointment/week)
- Call or stop by the front desk to make an appointment, but we'll take walk-ins when possible
- Student who are given the option to gain extra credit in their class, must be tutored for 20 minutes
- Your tutor may be changed at any time without notice unless tutor was requested

DO! 😊	DON'T 😞
<ul style="list-style-type: none">✓ Arrive a few minutes early & start filling out your pink sheet✓ Sign-in at the front desk & scan-in at the desk computer✓ Always bring the assignment that your instructor gave you✓ Scan-out at the end of appointment✓ Call to cancel (at least 5 minutes before your appointment)✓ Schedule an appointment in advance✓ Inform us to be scheduled with a preferred tutor	<ul style="list-style-type: none">✗ Be late even if it's 1 minute as we will need to give your appointment to another student who is waiting✗ Forget to cancel your appointment✗ Forget to select your class after you scanned in at the desk computer✗ Expect tutors to "fix" your essay for you✗ Anticipate we will schedule you with a tutor of your preference✗ Use computers to net surf on personal social media sites✗ Just summarize the assignment for your tutor