

# WRITING CENTER GUIDELINES

***WRITERS AT ALL LEVELS ARE WELCOME  
BUT WRITING CENTER IS NOT AN EDITING CENTER***

1. Make an appointment by signing up.

**No walk-ins allowed.**

(Book an appointment at least 1 hour prior to the meeting time.)

2. One tutoring session is offered for 30 minutes.

3. One visit per week accepted.

(If you sign up for multiple sessions in a week, you will be banned for 2 weeks.)

4. Bring your draft. If you don't have it, please bring an outline of your writing.

5. Bring your laptop/notebooks, and should come with specific questions/requirements for help.

6. Focus is NOT grammar.