

## MOLLOY UNIVERSITY WRITING CENTER

Casey, Room 016

516-323-3293

writingcenter@molloy.edu

### USING THE WRITING CENTER

**You will be required to register online at <https://molloy.mywconline.com> to make a Writing Center appointment.** Once registered, you can use the same system to schedule your own appointments. **You can indicate class information and topics/concepts you want to address in the session on the appointment form.** Your appointment with a tutor can be for a half hour or an hour. Drop-ins are welcome if a tutor is available. Drop-ins are limited to meeting with a tutor only once a day. Besides regular face-to-face sessions, synchronous and asynchronous online appointments are also available year-round. You will need to indicate the format of choice (**face-to-face or online**) when you schedule the appointment.

#### **Arrive on time for your session.**

If you arrive late, your session may be forfeited or reduced; being on time gives you a better chance to improve your written assignment. **Keep in mind that online sessions can require more time.** If you cannot make your appointment, please use WCONLINE to cancel or reschedule at least three (3) hours in advance. Do not call or email your changes.

#### **Make the most of your session.**

For a face-to-face appointment, you should upload your carefully edited paper when you schedule an appointment or email your paper to your tutor before the session begins. Having your class instructor's assignment sheet will save you time with the tutor and help you to focus on your writing task. You will need to bring two copies of your paper to the appointment. Be prepared to discuss the strengths and weaknesses of your paper, as well as your goals for the session. All phrases of the writing process can be addressed with the tutor. Tutors will not rewrite or edit your work; they will collaborate with you and offer suggestions and revisions for ways you can improve the final draft. For an online appointment, upload your paper onto the whiteboard when you join your session in order to simultaneously make changes and edit with a tutor.

#### **Do not expect to leave the session with a "finished" paper.**

Ultimately, YOU are responsible for completing your paper in a satisfactory manner. Good writing usually requires considerable rewriting. The tutor cannot work with you on all aspects of your paper and will NOT work with you on content previously reviewed. However, they will suggest ways to make your writing stronger and clearer.

#### **Do not wait until your work is almost due before trying to make an appointment.**

Schedule your appointment(s) as soon as possible. You can schedule your appointments up to one month in advance. **"No Shows," or those who fail to cancel their scheduled appointments more than three (3) times, will be unable to schedule additional tutoring sessions for the rest of the semester.**

**Hours for Face-to-Face Sessions:**

Monday-Thursday 9:00 a.m.-5:00 p.m.

Friday 9:00 a.m.-5:00 p.m.

**Hours for Online Sessions:**

Monday-Thursday 9:00 a.m.-8:00 p.m.

Monday and Thursday 5:30 p.m.-8:00 p.m. - Graduate students only

Friday 9:00 a.m.-5:00 p.m.

Saturday

Undergraduate students 10:00 a.m.-12:00 p.m.

Undergraduate/Graduate students 12:00 p.m.-3:00 p.m.

Doctoral students 9:00 a.m.-1:00 p.m. (Appointments must be made no later than 9:00 a.m. the day before - Friday morning)

(Schedule may change depending on tutor availability)

As an alternative to making scheduled appointments in the Writing Center, the **Learning Commons** (JET Library, Kellenberg, 2<sup>nd</sup> floor) is staffed by Writing Center tutors and is available to **walk-ins**. The Learning Commons provides assistance to students in all facets of college writing assignments.

For more information, including how to schedule an online tutoring session, please visit  
[www.molloy.edu/academics/resources/writing-center](http://www.molloy.edu/academics/resources/writing-center)

*"Good writing is clear thinking made visible." - Ambrose Bierce*