

**SUNY- ESF WRITING RESOURCE CENTER
GUIDELINES for UNDERGRADUATE STUDENTS**

- The Writing Resource Center (WRC)'s primary objective is to provide writing support to undergraduate students through individual tutoring sessions.
- The WRC is not an editing or proofreading service. Writing tutors teach grammatical concepts and proofreading strategies as related to specific texts and assignments. They will not perform line-by-line editing. Students cannot leave a paper to be corrected by a tutor. The student must be present and prepared to learn.
- Writing tutors will not discuss a grade a student received or anticipate a grade a student may receive.
- Students must bring all necessary materials to an appointment. They should bring to the session hard copies of the assignment sheet and the writing they want to work on.
- Students may reserve no more than two non-consecutive, one-hour appointments per week. Tutoring sessions beyond the two hours/week may take place on a walk-in basis, dependent on availability.
- Appointment cancellations must take place before the appointment is scheduled to begin. Otherwise the missed appointment counts as a no-show.
- Two no-show appointments will result in the inability to schedule future appointments.

Drop-In Tutoring Policies

- Writing tutors may sometimes be available for drop-in assistance on a first-come, first-served basis. The only way to be guaranteed a tutoring session is to schedule it in advance. Please plan ahead.

For more information related to the Writing Resource Center, contact
Dawnelle Jager, WRC Coordinator, at dajager@esf.edu
