Student Expectations

Please review the following expectations, all of which support our mission and further your continued learning. We reserve the right to end or cancel your appointment if these expectations are not met.

1. **Appointments**: Traditional undergraduate students can have a maximum of two hours of appointments per week. Graduate, international, and DSS students can have a maximum of four hours of appointments per week. There are no back-to-back appointments. All appointments are available for in-person or online consultations. For group appointments, all members must be present for the appointment to begin.

2. **Preparation**: Please be prepared for your session by bringing specific writing-related questions and all necessary course materials, including a copy of the paper, prompt, outline, rubric, or research.

3. **Distraction-Free Environment**: The Writing Center is a distraction-free environment. Talking on cell phones is prohibited. During your session, be engaged in the process and be respectful of your peers and all Writing Center employees.

4. **Attendance**: When you arrive, please check in with the admin at the front desk. When it’s time for your appointment, your consultant will greet you and guide you to a table in our tutoring area.

5. **Late Policy**: As a part of our distraction-free environment, The Writing Center does not tolerate lateness. If you are more than ten minutes late for a 60-minute time slot or five minutes late for a 30-minute time slot, your appointment will be canceled, and you will be marked as a no-show for that appointment. If you are late or absent for more than two appointments, without cancelling them ahead of time, your scheduling privileges are revoked through The Writing Center Online scheduler. To reinstate use, you must have a meeting with the Director or Assistant Director.
The Writing Center Policies

1. **Support Writer Development:** The Writing Center is not an editing or proofreading service; instead, our mission is to support the growth and potential of each writer at any stage of the writing process. Writing consultants will not write papers for students or perform line-by-line editing. Students cannot leave papers to be corrected by a consultant. Our focus is on learning rather than correcting, which requires you to be present in-person or online.

2. **No Grading:** Writing Consultants will not discuss a grade you have received or anticipate a grade you may receive. Professors assign grades, not writing consultants. Writing consultants do not offer judgement on a professor’s written feedback.

3. **Right of Refusal:** Writing consultants have the right to refuse to work with a client if he or she requests assistance beyond the scope of the center, becomes hostile towards the consultant, makes inappropriate advances, disregards the rules of the center, or is not a current or former CLU student.

4. **Confidentiality Policy:** The Writing Center has a strict confidentiality policy that requires all student work, conversations, and comments to remain in the center. We will not share your work or personal information without your explicit consent.

5. **Proof of Attendance:** Upon request, we can provide students with proof of attendance at the end of a full consultation session. There are three ways to attain proof: a stamp on the student’s paper, a stamp on a writing center Proof of Attendance form, or an email directly to a professor. Both will be dated at the time of the stamp.

To Schedule an Appointment:

1. Log In: MYCLU
2. Then, under CLU Tools, click:
3. Choose a WHITE open slot and click on it
4. Complete the registration window with your information
   a. Remember to note if you would like an in-person or online appointment.
   b. For group appointments, please include the names of all group members.
   c. Type in your concerns or questions in the comment box.
5. Save the appointment at the bottom!

Helpful Resources:

- CLU Writing Center Resources – https://www.callutheran.edu/students/writing-center/resources.html
- OWL Purdue Citation Guides – https://owl.english.purdue.edu/owl/section/2/
- Writing in the Disciplines Guides – https://writingcenter.fas.harvard.edu/pages/briefguides-writing-disciplines