We are delighted that you are encouraging your students to use the Writing Center! To make their experience more helpful, please let them know a few important things about our service:

1. Because we work with students across the IUPUI campus, we do ask that instructors not make UWC sessions mandatory for entire classes. We may not be able to accommodate a whole group by the assignment deadline; however, we can usually accommodate instructors’ requiring a few struggling students to visit the UWC.

2. Students should schedule a session with us in advance. During midterms and finals, we may not be able to accommodate students who do not have sessions scheduled. They can drop by either of our locations (CA008H or UL2125) or call us to schedule a session. Writers may schedule one session per day, up to 3 per week. All sessions are 45 minutes long and begin on the hour.

3. Our two locations have different hours, and hours vary by semester. We are also closed when undergraduate classes are not in session (Memorial Day, Labor Day, Winter Break, etc.). Students should check our website or call for exact hours.

4. We can work with students at any point in their writing process, but they should not expect to “drop off” a paper for editing. We want to have a conversation with the students about their work, their concerns and your expectations in the assignment. The most productive sessions are those in which the student comes prepared to talk with a tutor about what they are trying to do in their paper.

5. Tutors cannot sign any forms; however, we can send an email notification to the instructor after a student visit. After a session, the tutor is required to complete a form, indicating the student’s name, date, and the content of the session. This form is automatically forwarded to an instructor if the student requests such notification.

Please share this information with your students as well as our web address and phone numbers so they can make the most out of our services.

Thank you again for promoting the University Writing Center!
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