Attendace/Cancellation Policy

Any appointment cancellation must be made at least 24 hours before the appointment or you may be considered a no-show. Call 301-546-0748 to cancel or leave a message.

Appointments made on the same day are expected to be kept; otherwise, you may be considered a no-show.

If you arrive more than 10 minutes late, your appointment will be available for walk-ins.
If your time is given away, you will be considered a no-show.
If your time is still available, a late arrival form will be created.

On the third no-show, you may be blocked from making an appointment for the semester and any scheduled appointments will be cancelled.

Please Note:
In order to maintain quality, we ask that no children be brought to appointments.
**What** services does the Writing Center offer?
In addition to help with any writing assignments, we also offer help with speech, grammar, and ESL.

**How** do I make an appointment?
- You may call 301-546-0748 for an appointment or stop by the scheduling desk on the first floor of Lanham Hall.
- Appointments may be made up to two weeks in advance.
- You are allowed a maximum of two appointments per week.

**When** is the scheduling desk open?
Tutoring hours vary each semester, but the scheduling desk (301-546-0748) is open:

**Fall and Spring Semesters**
Monday–Thursday ........... 8:30 a.m.–8:30 p.m.
Friday ......................... 8:30 a.m.–4:30 p.m.
Saturday ...................... 8:30 a.m.–3:30 p.m.

**Summer Semester**
Monday–Thursday ........... 8:30 a.m.–7:30 p.m.
Friday ......................... 8:30 a.m.–4:30 p.m.

**Questions?**
Contact the Writing Center at 301-546-0598.

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**How** can I have a productive Writing Center session?

**Be on time.**
Tutoring sessions are scheduled by appointment for thirty minutes on the hour and half-hour. If you are ten or more minutes late, you will forfeit your appointment.

If you can’t make it to your appointment on time, please call the Writing Center at 301-546-0748 to cancel or reschedule. If you do not call to cancel at least 24 hours in advance, your appointment will be considered a no-show. See inside fold panel for complete Attendance/Cancellation Policy.

**State your needs clearly.**
Identify what you would like to accomplish in your tutoring session. For example, do you need help
- clarifying the assignment?
- developing a thesis?
- organizing your ideas?
- investigating your topic?
- documenting sources?

Plan ahead so you know what your goals are for the session.

**Have your materials ready.**
Be prepared to show the tutor a written description of your assignment. If your instructor has not provided one, please request one. Bring whatever written work you have completed, corrected to the best of your ability. In addition, bring your textbook, handouts, and any other materials you may need during the tutoring session.

**Allow enough time for revision.**
Good writing requires rewriting. Be sure to schedule your appointment well ahead of the due date so you have time to rework your paper. You may want to allow enough time for a follow-up session to go over the changes you make.

**Be open to suggestions.**
Your tutor knows that the writing process can be frustrating, and wants to be helpful. Listen with an open mind.