Appointment Policy

The Writing Center operates all services on an appointment basis. While walk-ins may be accommodated depending on staff availability, it is strongly recommended that students schedule an appointment in advance to guarantee a session.

- To meet with a tutor, students must have their appointment booked and documented using the Bookings scheduling system. Appointment requests sent to a tutor will not be accepted.

- Students are expected to schedule their appointment at least 12 hours in advance, and may book an appointment up to 2 weeks (14 days) in advance. Appointments are not automatically recurring.

- Appointments are available in-person or remotely, and students must specify their preference when booking the appointment. Last-minute requests to switch the appointment modality may not always be accommodated. In those cases, the appointment may be rescheduled.

- Appointments are generally capped at 50 minutes, but actual session length may vary.

- Students may only receive writing assistance on academically-related projects, cover letters, resumes, scholarship applications related to FSC, and graduate school applications. Private projects are not reviewed.

- Students must submit their projects to WC-PRO by their sign-up date or risk forfeiting their place in the review queue. Reviewed projects are emailed to the student's FSC email address, and the student does not need to be present at the Writing Center

- Students may submit only their own work to WC-PRO. If it is a group project, students must fill-out only one form and list all group members.

- **Students are permitted three appointments per business week (Monday through Friday). Back-to-back or double appointments with the same tutor will not be accepted and will be cancelled by the staff.**
    - o There are no group tutoring appointments. Group projects must use WC-PRO which is our online drop-off service.
    - o **Students who need to cancel or reschedule an appointment should do so at least 12 hours prior to their session** by contacting the Writing Center staff during normal business hours at 934-420-2082 or e-mailing writingcenter@farmingdale.edu.
    - o Students who excessively cancel appointments will receive a warning from the staff and may be prohibited from scheduling additional appointments for the remainder of the semester.

- Students must notify the staff if they will arrive late to their appointment. Late arrivals will not have their session extended past the original end time. Students who fail to arrive on time and notify the staff within the first 15 minutes of their appointment will have their session cancelled and be marked as a "No-show."
    - o Students who are marked as a "No-show" will forfeit their appointment and will not be permitted to schedule a walk-in session for that same time slot.
    - o After two "No-show" incidents, students will receive a warning and be encouraged to meet with the Director to discuss the policy violations. Any subsequent no-shows may result in a loss of scheduling privileges.

- Students may request to be added to a waitlist if there are no available appointments.

- If the Writing Center staff needs to cancel or reschedule an appointment due to an unexpected circumstance (such as a tutor calling out sick), every effort will be made to notify the student in advance of the cancellation. The staff will try to reschedule the appointment with the next available opening.

- Appointments are not held for specific classes. Students must make every effort to schedule an appointment in advance if their professor is requiring an appointment as part of their grade or extra credit. All students receive a Writing Center summary at the conclusion of every session, and it their responsibility to submit this summary or any other required documentation to the professor.

- Any signed verification that a student attended a tutoring appointment will only be signed by the Director. Staff and tutors may not sign any documentation.

This policy is subject to enforcement and modification by the Director, who reserve the right to monitor and manage any appointments as needed.