

# FREQUENTLY ASKED QUESTIONS

## **How do I schedule an appointment?**

Appointments can be made in person at the Student Learning Center (SSC 340) or by calling (530) 898-6839.

## **How many appointments can I schedule a week?**

Two.

## **Do I have to have an appointment to see a tutor?**

No. We also have drop-in. Click [here](#) to see our drop-in schedule and locations.

## **Can you provide proof that I came to the Writing Center?**

Yes. Please ask at the end of your appointment.

## **Do I have to have my paper written in order to come to the Writing Center?**

No. We encourage you to come at any point in the writing process, even if you haven't started and just someone to help you develop your idea.

## **Can I request a specific tutor?**

Yes. If you know who you'd like to work with, please ask for this person when you are scheduling your appointment. Because of time limitations, you may not always get the tutor you want.

## **What are your hours?**

Monday - Thursday 9:00 AM - 6:00 PM

Friday 9:00 AM - 3:00 PM

## **Do you have writing tutoring on the weekend?**

Yes. We offer drop-in tutoring (on a trial basis) on the fourth floor of the Meriam Library on Sundays from 3:00-6:00 PM.

## **What do I need to bring to the appointment?**

Bring your ideas, questions, assignment instructions, related reading, notes, research— any material to assist in developing your writing

## **How do I cancel an appointment?**

To cancel an appointment, call our office at (530) 898-6839. Cancellations must be made before 8:00 AM the day of your appointment. If we don't answer, you can leave a message with your name, student ID number, and day and time of appointment. We will cancel your appointment when we come into the office.

If you don't cancel your appointment and don't show up, you will receive a "no-show" on your file. With 2 no-shows, you will no longer be able to access the Writing Center for the semester.

**Do you have online writing tutoring?**

Yes. Click [here](#) to go to our online writing program.