

Writing Center Info Guide

Fall 2009

DLAs, study groups, workshops, and tutoring are also available at the Success Centers in Chino and Fontana:

Chino Writing & Reading Center
(CHMB-240) 652-8160
Mon.-Thurs. 8 am-8 pm
Fri. 10 am-2 pm

Fontana Success Center
(FNFC-107) 652-7408
Mon.-Thurs. 8 am-8 pm
Fri. 10 am-4 pm

Last Supplemental Learning Deadline

Nov. 25, 2009

CHAFFEY COLLEGE WRITING CENTER

Located in the Library at the
Rancho Campus

Open Aug. 31- Dec. 12
Mon.-Thurs. 8 am to 8 pm
Fri.-Sat. 9 am to 2 pm

December 12 is the Writing Center's last business day.

Phone: (909) 652-6820

Web site: <http://www.chaffey.edu/writingctr/index.shtml>



Lateness will be determined by the Writing Center's clock!

SERVICES

* Directed Learning Activities (DLAs)

- ◆ Complete instructor-designed writing-related activities available at the Writing Center.
- ◆ Complete the independent portion of the activity in the Writing Center — no appointment needed.
- ◆ Make an appointment to meet with a tutor for the review session.

* Workshops (50 minutes to an hour)

- ◆ Sign up for a workshop on a specific writing topic.
- ◆ Remember that you can have one spot on the confirmed list and multiple spots on wait lists.
- ◆ No more than 10 people per workshop may attend.

* Study Groups (50 minutes to an hour)

- ◆ Sign up for an Apprentice tutor-led small group session on a specific writing topic.
- ◆ Remember that you can have one spot on the confirmed list and multiple spots on wait lists.
- ◆ No more than eight people per study group may attend.

Tutoring (**DOES NOT** count toward five-hour supplemental learning requirement)

- ◆ Schedule a 30-minute one-on-one session with a tutor.
- ◆ Refine your writing process (brainstorming, outlining, revising, and editing) with a tutor.
- ◆ Bring your instructor's directions.
- ◆ Know what kind of help you need from the tutor.

* Counts toward the five-hour supplemental learning requirement

HELPFUL HINTS

1. Increase your chances of getting a confirmed spot for a workshop or study group by calling or visiting when we open for the day.
2. You are allowed one DLA, workshop, study group, and tutor session appointment per day and at a time.
3. You may need to print some of the DLAs. Printing costs 10 cents per copy.

• **Always bring your Chaffey Photo ID card.**

• **Sign in and out for every visit.**

If you forget to sign out, you'll only get one minute of credit!

• **Appointments for all Writing Center services are strongly recommended.**

Advanced appointments can be made up to **six business days in advance**. If you walk in without an appointment, you will be given the next open time slot or put on a standby list and seen as soon as possible.

• **Be punctual for all appointments.**

Check in **10 minutes** before your appointment. If you're even one minute late, you may lose your appointment to a student on the standby list!