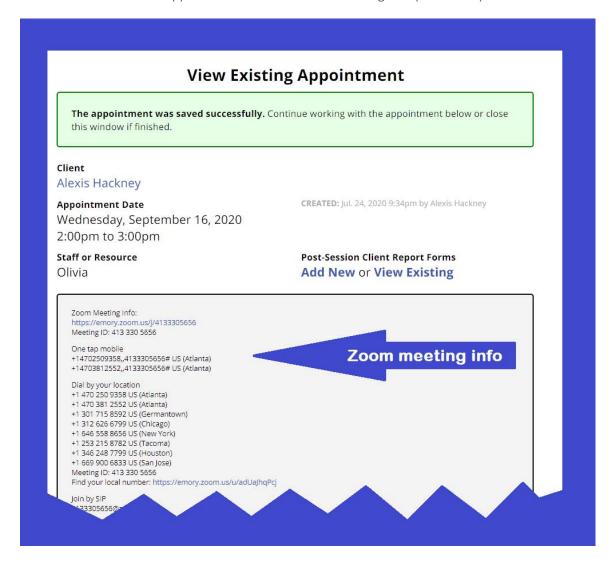
Due to the coronavirus pandemic, the Writing Center will be offering distance tutoring only until further notice.

## Fall 2020 Procedures for Distance Appointments

- Anyone seeking a Writing Center appointment should log into WCOnline to reserve an appointment.
  - o Appointments must be reserved . . . . . .
- Writers should check their WCOnline appointment form for Zoom meeting info (see below).



- Writers are required to share copies of their drafts (and assignment prompts, if available), so that both the tutor and writer can read along together as they work.
  - o Writers can attach their documents to their WCOnline appointments (see below) or share their documents (via a method both tutor and writer agree upon such as screen sharing or Google Docs) during their Zoom meeting.

	Create New A	Appointment	
	Client		
	Hackney, Alexis (ahackne@emory.edu)		
	To select a different client, begin typing a name or email above a	nd then select from the re	sulting list.
	Appointment Date		
	Friday, July 31, 2020: 3:00pm v to 4:00pm	Show REPEAT	Options
	Staff or Resource Olivia (Testing 2020)		
	The Writing Center only supports students, faculty (ECAS), Laney Graduate School (LGS), and Nell Hodg  I certify that I am working on writing for an ECAS	son Woodruff School of	
	(ECAS), Laney Graduate School (LGS), and Nell Hodg	course.  to this appointment, use the coins appointment. File attach. pages, .pdf, .rtf, .txt, .wpd,	f Nursing (SON). *  options below. If making a ments must be 5MB or less and
d documents here	I certify that I am working on writing for an ECAS  This schedule supports file attachments. To attach a file t repeating appointment, files will only be attached to the first (th in one of the following formats: .doc, .docx, .numbers, .odt, File #1  Browse No file selected.	to this appointment, use the cis) appointment. File attachpages, .pdf, .rtf, .txt, .wpd,	options below. If making a ments must be 5MB or less andwps, .xls, or .xlsx.
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### Fall 2020 Policies for Distance Appointments

Please take the time to thoroughly read the following policies, as they have been adjusted to accommodate the larger demand for distance tutoring appointments. If a policy is not listed below, our standing policy still applies. A full list of Writing Center policies can be found at <a href="http://www.writingcenter.emory.edu/about\_us/policies.html">http://www.writingcenter.emory.edu/about\_us/policies.html</a>.

### Appointment Cancellations

- o Writers are required to cancel their appointments at least 3 hours in advance.
- o Writers must use WCOnline to cancel their appointments.
- o Writers may **not** cancel appointments by emailing or calling tutors, the writing center, or writing center leadership.
- o WCOnline will not allow writers to cancel an appointment less than 3 hours before its scheduled start time.
- o If a writer does not show for an appointment and fails to cancel that appointment 3 or more hours before the start time, that writer will be considered a "no-show."

#### No-shows

- o Writers are responsible for canceling their appointments via WCOnline.
- o If a writer fails to show up for a scheduled appointment and has not canceled the appointment on WCOnline, the writer will be counted as a "no-show."
- o Writers who arrive more than 15 minutes late for an appointment will also be counted as no-shows.
- o Writers with 2 no-shows will automatically be blocked from making appointments for the rest of the semester.

## • Bring a Digital Copy of Your Writing with You

o Instead of a hard copy of their writing, writers will be required to share a digital copy of their draft during their Zoom meeting. When possible, writers should also share a copy of their assignment prompt.

# Recording Distance Tutoring Sessions Is Prohibited

o No one may record Emory Writing Center tutoring sessions without the knowledge and expressed written consent of the Emory Writing Center director, the Writing Center staff conducting the session, and the writer.