All students at UWG are encouraged to use the free tutoring services (30 minute or hour-long sessions) available through the **University Writing Center (UWC)**. If you have a Student Accommodation Report (SAR), you are eligible to receive certain tutoring accommodations at the UWC, such as more tutoring sessions and/or longer sessions. To receive these accommodations, do the following:

**Email your SAR** to Duane Theobald, UWC Manager (dtheobal@westga.edu). In this email request an appointment to discuss your SAR and tutoring needs. **Take all of your course syllabi** to that meeting.

**Please be aware of the following:**

- Mr. Theobald will not share your SAR with your tutors. Your tutor will only be told that you are being allowed an exception to UWC typical procedures.
- You do not have to tell your tutors about your personal situation, though you may choose to help them understand some ways that they may assist you better.
- Some examples of helpful information to share with your tutor include:
  - you require extra repetitions of information for comprehension
  - you wish to record the tutoring session
  - you wish to use your AMAC books during tutoring

**How to schedule a tutorial after your first meeting with Mr. Theobald:**

- You can call, visit, or email the UWC to make an appointment. The UWC will need your:
  - Class and Section Number for your assignment (For example, ENGL 1101-11)
  - Student ID (917#)
  - Student email address (@my.westga.edu)
  - Telephone number
  - Your preferred appointment date and time

**Keep in mind…**

- Sometimes we're booked and your preferred appointment time may not be available. We'll absolutely do our best to work something out; however, it's smart to make an appointment 2-4 days before it becomes urgent.
- Try to let us know a day in advance if you need to cancel your tutorial.
- Make sure to bring your paper (printed out, if possible), your prompt/assignment sheet, pen/pencil, and questions for the tutor. We want to help you as much as possible, so let us know your concerns.