

Instructions for Writing Center Tutoring Accommodations

Accessibility Services, 123 Row Hall, counseling@westga.edu, (678) 839-6428,

<http://www.westga.edu/accessibility>

Writing Center, TLC 1201, writing@westga.edu, (678) 839-6513, <http://www.westga.edu/writing>

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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.**