

# University of Houston Clear Lake

## Writing Center FAQs

### Where are you located?

We are located on the second floor of the Student Services and Classroom Building (SSCB) on the same hall as the Human Sciences and Humanities Faculty Offices.

### When are you open?

We are open from 9am - 7pm Monday through Thursday, and 10am - 5pm on Fridays.

### Do I need an appointment to meet with a consultant?

Not necessarily. Clients can walk-in and meet with a consultant if one is available, although we are frequently completely booked. Thus, we highly recommend scheduling an appointment at least two to three days in advance. All of our sessions start on the hour and last 45 minutes, so it is best to come in a little before the hour begins.

### How can I make an appointment?

You can log in to our online scheduler at <https://uhcl.mywconline.com> or you can call or drop by our reception desk. The phone number is 281-283-2910. In the spring, we will begin using EAB Navigate, a new scheduling system. Stay tuned for updates!

### Can I still use the Writing Center if I can't come to campus?

You sure can! We provide online assistance in several ways:

- We provide a wide assortment of tip sheets and PowerPoint presentations at <https://www.uhcl.edu/writing-center/writing-center-resources>
- We offer online sessions, which are synchronous chat sessions held in real-time, where you join your consultant online to discuss your project using a chat box and whiteboard. All you need is a computer, tablet, or laptop with an internet connection. To schedule an online session or read more about how it works, go to <https://www.uhcl.edu/writing-center/appointments>

### What can I expect from a writing conference in the UHCL Writing Center?

You can expect a helpful, relaxed conversation with someone who wants the same thing that you do: to help you become a better writer. To that end, your consultant will review your work, ask you questions about your goals for the project, discuss general concerns you have about your writing skills, and then provide feedback designed to help you learn strategies that you can apply to all of your writing projects.

### Can I drop off my paper for a consultant and pick it up later?

No. Our policy is to work *with* the writer to help them improve their writing skills, so we do not “work on” your paper without you being present. The Writing Center is a learning support center that assists the writer with the writing process through conversation-based sessions, where the consultant discusses your writing with you rather than edits your work.

### What can I do to have a productive session?

- Bring your assignment instructions
- Bring any notes, outlines, research, or drafts of your assignment
- Bring a list of questions for your consultant
- Schedule your appointment well before the due date to give you time to make revisions based on your consultant's feedback
- Plan ahead for multiple sessions in case you need more than one

## **I am a bilingual or multilingual speaker of English. Can you help me?**

Of course! All consultants receive training in this area, and they enjoy working with students who are multilingual. We also offer workshops with topics covering issues multilingual students face when writing in English.

## **How much of my paper will we be able to get through in a session?**

Because there are so many different factors involved, we cannot guarantee that a certain amount of pages will be covered in a session. No matter what, we recommend that you visit us with your writing assignment early enough to allow plenty of time for revisions. Depending on the length, we might recommend you come in for multiple sessions.

## **How many sessions can I have per week?**

You are allowed up to five 45 minute sessions per week. However, under certain circumstances, we may be able to allow you longer sessions. If you think you and/or your project warrants longer sessions, please talk to Reception, who will put you in touch with the administrators.

## **What if I don't have anything written?**

We help writers at every stage of the writing process, from brainstorming to editing. Our consultants are well-versed in helping writers overcome writer's block. We can help writers brainstorm, map out ideas, and discuss a variety of strategies for approaching an assignment. If you are stuck, please, come see us!

## **Can you help me with my grammar?**

Absolutely, but keep in mind that we won't edit your paper for you. The kind of help we provide involves teaching you to improve your grammar skills. Thus, we will help you identify and understand the grammatical errors in your writing and then learn and practice editing strategies you can use on your assignment as well as future projects.

## **Can you help me with documentation?**

Certainly. Our consultants will help you find the resources you need to correctly document your paper. All consultants are familiar with MLA, APA, and Chicago, but some are more proficient with one type than another. We recommend that you ask the receptionist for a consultant familiar with the type of documentation you are working with when you schedule an appointment, or check under "Consultants and Specialties" when making an appointment online. Because it can be time-consuming and we are not familiar with your research, we do not "check" citations for you, but we will give you resources and teach you what you need to know to do them yourself.

## **What should I do if I can't make it to my appointment?**

Please give us a call or go online at least thirty minutes before your scheduled appointment so that your session is available for other students and that you don't get marked as a "no-show." If you don't cancel an hour in advance or just don't show up for your appointment, you will be marked as a "no-show."

## **What happens when I am marked as a "no-show"?**

The first time you are marked as a "no-show" you receive a warning. The second time you are marked as a "no-show," however, you are put on a walk-in only basis, and your online access to our scheduler is disabled for 30 days. (See our recommendations for walk-in appointments above.) If, somehow, you are marked as a "no-show" a third time, you are barred from the Writing Center for the remainder of the semester. Once a new semester begins, your account will be re-enabled and you start with a clean slate.

## **How do I become a writing consultant?**

Contact the UHCL Writing Center at 281-283-2910 or [writingcenter@uhcl.edu](mailto:writingcenter@uhcl.edu) about applying for admission into the *Writing Center Praxis* training course. Recruitment for new consultants typically begins in the spring, training takes place over the summer, and consultants are fully trained by fall.