

## TO BE PREPARED FOR YOUR CONFERENCE, DON'T FORGET TO BRING...

- ✓ Assignment Guidelines sheet from your instructor please
- ✓ Printed copy of your essay draft
- ✓ Specific questions
- ✓ Pen and notebook for taking notes

## ONLINE TUTORING IS ALSO AVAILABLE

South Seattle College provides online tutoring through the Western E-Tutoring Consortium. For eTutoring services, go to <https://www.etutoringonline.org/> to login.

## YOUR INSTRUCTOR IS YOUR BEST RESOURCE:

Writing assistants will help as much as possible; however, don't hesitate to communicate with your instructor about assignments during their office hours, via email, or in class.

## VISIT OUR WEBSITE!

To learn more about our services and our writing assistants, go to our *South Seattle College Writing Center* website at <http://www.southseattle.edu/tutoring/writing-center.aspx>

## QUESTIONS?

Email *Kathy Whitham, SSC Writing Center Coordinator:*  
[Kathy.whitham@seattlecolleges.edu](mailto:Kathy.whitham@seattlecolleges.edu)

## SOUTH SEATTLE COLLEGE WRITING CENTER



**“A word after a word after a word is power.”**

--Margaret Atwood, author

## Fall, Winter, & Spring Hours:

MON-THUR 10 - 5

FRI 10 - 2

SAT 10 - 1

Closed on Sundays & Holidays

[Summer Quarter Hours: MTWTh 10 - 2]

*The Writing Center is a free campus resource  
for SSC students, staff and faculty.*

## WHAT THE WRITING CENTER OFFERS

Feedback and assistance on any type of writing assignment at any stage of the writing process: Brainstorming topics, crafting thesis statements, developing/organizing paragraphs, citing MLA/APA sources, and editing/grammar assistance.	Writing assistance on resumes, cover letters, and personal statements.
Nine computers and a laser printer for student use.	Free handouts on a variety of writing and research skills.
<b>10-minute WC Orientations in LIB205 or Classroom Visits:</b> Faculty may schedule these by emailing Kathy at <a href="mailto:kathy.whitham@seattlecolleges.edu">kathy.whitham@seattlecolleges.edu</a>	<b>Embedded Tutoring:</b> Faculty may schedule weekly classroom tutors for the quarter by emailing Kathy: <a href="mailto:Kathy.whitham@seattlecolleges.edu">Kathy.whitham@seattlecolleges.edu</a>



## CONFERENCE GUIDELINES & PHILOSOPHY

**WHAT THE WRITING CENTER OFFERS:** Tutors will assist all SSC students with any step of the writing process from brainstorming ideas to paragraph development and organization to editing and grammar.

**3 CONFERENCES PER ASSIGNMENT:** Students are encouraged to visit the WC up to 3 conferences per assignment. (Example: If you have a total of 3 essay assignments in your ENGL101 class, you may come in for three 30-min. conferences per essay—which adds up to 9 conferences.) Returning once or twice for assistance on an assignment is a great way to learn skills from your WC conferences.

## MAKE AN APPOINTMENT OR DROP-IN

### **TO MAKE AN APPOINTMENT IN ADVANCE...**

1. Print both your first and last name for an available future day/time in the Appointment Book.
2. Take an “appointment reminder card” to help you remember your appointment.
3. When you arrive for your appointment, type your name and student ID# into the data computer.
4. If you’re early, you may work at a table or use one of the computers while you wait for a writing assistant to call your name.

Please arrive on time so you don’t miss your appointment.

### **TO DROP-IN...**

1. If you don’t have an appointment but want to meet with a writing assistant, stop by and see us.
2. Write your name and time you arrived on the Drop-In Sheet.
3. Type your name and student ID# into the data computer.
4. Then wait for a writing assistant to call your name

Students who drop in may need to wait a few minutes for assistance if the WC is busy.

**Excellent eTutoring is also available:**

For login instructions, go to

<http://www.southseattle.edu/tutoring/online.aspx>