

# The Writing Center

**Main Campus: (845) 431 - 8095**

## Tutoring Services Hours

**Main Campus (Hudson Hall Room 503)**

Monday: 9:00 a.m. to 8:00 p.m.

Tuesday: 9:00 a.m. to 5:00 p.m.

Wednesday: 9:00 a.m. to 5:00 p.m.

Thursday: 9:00 a.m. to 8:00 p.m.

Friday: 9:00 a.m. to 3:00 p.m.

Please contact us for Fishkill availability

## Computer Lab Hours

**Main Campus Only / Hudson Hall 503**

Monday: 9:00 a.m. to 8:00 p.m.

Tuesday: 9:00 a.m. to 5:00 p.m.

Wednesday: 9:00 a.m. to 5:00 p.m.

Thursday: 9:00 a.m. to 8:00 p.m.

Friday: 9:00 a.m. to 3:00 p.m.

Both **IN-PERSON** and **ONLINE REMOTE TUTORING** available during normal business hours.

Visit [www.sunydutchess.edu/writingcenter](http://www.sunydutchess.edu/writingcenter) for more details on our services or [www.bit.ly/dccwritingcenter](http://www.bit.ly/dccwritingcenter) to book a session.

*Questions and answers about our*

## TUTORING SERVICES

### *Do I need an appointment?*

While we accept walk-ins, it's wise to make an appointment if you are facing schedule constraints or a fast approaching deadline. The Center has only so many tutors available at any time, and we are often very busy. If you want to be certain that a tutor will be available to see you, an appointment is your best bet. Appointments are scheduled for 30 minutes, and you're permitted one appointment per day. We hold appointments for only 5 minutes after the scheduled start time. If you don't appear before then, your appointment will be given to a walk-in student seeking assistance.

### *Is tutoring offered only for English papers?*

No! We offer free peer and professional tutoring for writing in all courses. In fact, approximately 45% of our visitors have non-English class assignments in business, history, biology, health, psychology, math, criminal justice, nursing, and other classes.

### *Are the tutors arrogant and judgmental?*

Not at all. The tutors are friendly, caring, and understanding. Most of our tutors are well-trained fellow students who are familiar with your teachers, your assignments, and your questions. Our tutors are constantly working to improve their own writing and are eager to share the tips, skills, and strategies they've learned with you.

### *Will The Writing Center help me improve my writing skills?*

We emphasize long-term progress as you build confidence and develop more complex writing styles. Approx. 87% of the students who work regularly with tutors in the Center receive at least a C in the courses for which they sought assistance; approx. 70% receive an A or B. When you work in the Writing Center, you'll see your skills, confidence, and grades increase!

### *Do I need to have a paper written when I visit?*

No. Our tutors have all experienced that dreadful feeling of not knowing how to start a paper and can help you overcome your own writer's block. They will talk with you about the nature of the assignment and discuss your ideas. Our tutors are trained to assist you through all the steps of the writing process, including early brainstorming and outlining work. So make certain to bring your written assignment descriptions to the Center for your appointment!

### *May I bring a friend?*

Yes. If you are working on a collaborative assignment with a friend in the same class, you can work together with a tutor. When scheduling your appointment, please alert The Writing Center staff of your intention.

### *Can The Writing Center help me with my college application essay and/or resume?*

Absolutely! In addition to your academic assignments, our professional tutors can assist you with drafting, formatting, and fine tuning your: college transfer essay, personal statement, resume, cover letter, and reference list. Our tutors can help you make any of these documents look clean and professional. **Please request a professional tutor if seeking help for these items.**

### *Does the Writing Center offer online tutoring?*

Yes. We currently offer our services both in-person and remotely via Zoom. Our friendly tutors will respond to your writing questions and concerns, suggest revisions, and provide constructive feedback, all from the safety of home. **Please see our website for specific details.**

*Visit...*

# The Writing Center

## Computer Lab

At our computer lab, we offer free computer assistance by our teaching lab assistant and student aides. You may use the Center's **computers**, **scanner**, and **printers** for academic work. Access to the internet and the college library's databases will help you with research projects.

No appointments are necessary for lab use (only sign-in).

**Special note:** Make certain to bring a **USB thumb drive** or use **Google Docs** or **Microsoft Office 365** to save your documents when working on the computers in the Writing Center lab. All work not saved by either of those two methods will be erased and cannot be recovered the moment the computer is rebooted!

## Tutoring Services

At the Writing Center, we...

DISCUSS assignments and their organization before the writing is begun.

HELP students get started on a paper.

RESPOND to rough drafts by asking questions that help to clarify meaning and stimulate new thinking.

WORK with students on concerns about grammar, usage, diction, and punctuation.

EXPLAIN & REVIEW exercises connected with grammar, sentence structure, paragraph content, etc., provided that they are not homework assignments.

Although we **DO NOT** edit papers for errors, we **DO** help students understand concepts of grammar and punctuation and apply them to their written work. We also review principles of effective proofreading.

# The Writing Center



(845) 431-8095  
Hudson Hall \* Room 503  
Dutchess Fishkill \* Room 204

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[www.sunydutchess.edu/writingcenter](http://www.sunydutchess.edu/writingcenter)

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