

Due to Emory University's transition to distance learning for the remainder of Spring 2020, the Emory Writing Center's Atlanta campus location is closed. The Writing Center will be offering distance tutoring via Zoom conferences beginning Monday, March 23, 2020.

Procedures for Distance Appointments

- Anyone seeking a Writing Center appointment should log into the **Spring 2020 WCOOnline** schedule and reserve an appointment.
 - Appointments must be reserved **at least 5 hours in advance**.
- Tutees should check their email at the beginning of their appointment time for an email from their tutor containing the Zoom meeting link.
- Tutees should be prepared to share copies of their drafts and assignment prompts to their Zoom meeting, so that both the tutor and tutee can read along together as they work.

New Policies for Distance Appointments

Please take the time to thoroughly read the following policies, as they have been adjusted to accommodate the larger demand for distance tutoring appointments. If a policy is not listed below, our standing policy still applies. A full list of Writing Center policies can be found at http://www.writingcenter.emory.edu/about_us/policies.html.

- **Appointment Cancellations**
 - Writers are required to cancel their appointments **at least 5 hours in advance**.
 - Writers must use WCOOnline to cancel their appointments.
 - WCOOnline will not allow writers to cancel an appointment less than 5 hours before its scheduled start time.
 - If a writer does not show for an appointment and fails to cancel that appointment 5 or more hours before the start time, that writer will be considered a "no-show."
- **No-shows**
 - Writers are responsible for canceling their appointments via WCOOnline.
 - If a writer fails to show up for a scheduled appointment and has not cancelled the appointment on WCOOnline, the writer will be counted as a "no-show."
 - Writers who arrive more than 15 minutes late for an appointment will also be counted as no-shows.
 - Writers with 2 no-shows will automatically be blocked from making appointments for the rest of the semester.
- **Bring a Digital Copy of Your Writing with You**
 - Instead of a hard copy of their writing, writers will be required to share a digital copy of their draft to their Zoom meeting. When possible, writers should also share a copy of their assignment prompt.
- **Recording Distance Tutoring Sessions Is Prohibited**
 - No one may record Emory Writing Center tutoring sessions without the knowledge and expressed written consent of the Emory Writing Center director, the Writing Center staff conducting the session, and the writer.