

Three Ways to Use Your Writing Center

About the Writing Center:

- Writing Assistants are available to help you with any class in which writing is assigned and at any stage of writing, from brainstorming to a final draft. We also assist students with writing not tied to assignments like scholarship essays, resumes, and creative writing.
- We work together in a collaborative way, taking direction from your needs, questions, and concerns.
- Though we respond to questions about grammar and punctuation, we cannot guarantee an errorless paper.
- Thank you for trusting us with your thoughts and experiences. We continuously learn from you – and enjoy our creative work together.

Drop-in Services

- We do not limit how many times a day you use our drop-in service; however, if you have been helped a couple of times and we have many students needing our services, we ask that you wait to be helped again until we have helped other students.
- To make a session more effective, please bring your assignment instructions.
- Please sign in every time you use the Writing Center, and put your name on the Waiting List too so we help you in the correct order.

Scheduling a 30-minute Appointment:

- Before you can sign up online for appointments, you must fill out a registration form. A Writing Center staff member will then create an account in TutorTrac for you. We will try to complete this process as quickly as possible so you can begin making appointments!
- Even if you filled out a form in fall 2011, you must fill it out again because the form and certain rules have changed. Please review the rules carefully.
- When you register, please make sure you also get an instruction sheet for how to log-in, sign up for a session and cancel appointments on TutorTrac, as well as how to log-in on our kiosk when you come for your appointment.
- For every appointment, remember to log in and log out on the Writing Center computer.

OWL (Online Writing Lab)

- You can submit your writing to us online and receive a written response in 24-48 hours. However, we are not staffed in the evening or on weekends, so you must submit your work early enough to allow time for us to give you feedback and for you to use that feedback in your writing.
- Go to **lbcc.writingcenteronline.net** to use the OWL. The first time you use it you must register; the computer will walk you through the steps, but we also have a handout students have found helpful. (You can find this handout on our web site or in the Writing Center handout wall rack). Once you are registered, simply sign in using your email and password.
- **Remember:** Giving information about your assignment and indicating what you want the Writing Assistant to focus on will help us give you more effective feedback.

Whatever system works best for you, we look forward to helping you!