

Student Information Form
Request for Weekly Writing Consultation

Name (including American name) _____

Status at CUW: First-Year ___ Soph. ___ Jr. ___ Sr. ___ Grad. ___ Adult Learning ___ ESL ___

Residence hall or local off-campus address (include city, state, and zip code): _____

Preferred phone number: _____ Email address: _____

Major/minor _____

Course(s) for which you seek writing help (please include course number and instructor as follows: ENG 104, Smith):

What areas of your writing do you hope to improve through weekly consultation?

What times are you available to meet? List your availability during the following hours:
Monday through Thursday, 8:30AM-9:00PM; Friday 8:30AM-3:00PM; Sunday 6:00-9:00PM

Writing Center Client Contract

To maximize the benefits of weekly writing consultation, we expect that you will come prepared for each scheduled session by adhering to the following guidelines:

- Attend your class faithfully
- Read the material assigned for your course
- Bring information about the assignment (assignment sheet, syllabus) to your meetings
- Be ready with a typed draft of your assignment(s) for the consultant to read and discuss with you, or bring your notes/any brainstorming if you have not started writing the paper

You must attend each consultation. If you cannot attend or do not need help for a particular session, you are required to cancel the appointment 24 hours in advance by calling and emailing your consultant. If you miss two consecutive appointments without informing us, you automatically will be dropped from the schedule. You will then need to meet with the ADLRC to discuss your participation in the Writing Center's weekly consultant program.

Your signature indicates that you understand this policy.

Signature _____

Date _____

[Note that the information on this form (including your phone number) will be shared with your tutor]