



The Molloy College
Writing Center

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Casey Room 016

516-323-3293

writingcenter@molloy.edu

USING THE WRITING CENTER

You will be required to register online at <https://molloy.mywconline.com> to make a Writing Center appointment. Once registered, you can schedule your own appointments using this system. **You can indicate class information and things you want to address in the session on the appointment form.** Your appointment with a consultant can be for a half hour (25 minutes) or an hour (50 minutes). Drop-ins are welcome if a consultant is available. Drop-ins are limited to meeting with a consultant only once a day. Besides regular face-to-face sessions, synchronous and asynchronous online appointments are also available year round.

Arrive on time for your session

If you arrive late, your session may be forfeited or reduced; being on time gives you a better chance to improve your written assignment. **Keep in mind that online sessions can require more time.** If you cannot make your appointment, please use WCONLINE to cancel or reschedule at least three (3) hours in advance. Do not call or email your changes.

Make the most of your session

For a face to face appointment, you should **upload your carefully edited paper** when you schedule an appointment or email your paper to your consultant before the session begins. Having your class instructor's assignment sheet will save you time with the consultant and help you to focus on your writing task. Be prepared to discuss the strengths and weaknesses of your paper, as well as your goals for the session. All phases of the writing process can be addressed with the consultant. Consultants will not rewrite or edit your work; they will collaborate with you and offer suggestions and revisions for ways you can improve the final draft.

Do not expect to leave the session with a "finished" paper

Ultimately, YOU are responsible for completing your paper in a satisfactory manner. Good writing usually requires considerable rewriting. Consultants cannot work with you on all aspects of your paper and will NOT work with you on content previously reviewed. However, they will suggest ways to make your writing stronger and clearer.

Do not wait until your work is almost due before trying to make an appointment

Schedule your appointment(s) as soon as possible. You can schedule appointments up to one month in advance. **“No Shows,” or those who fail to cancel their scheduled appointments more than three times, will be unable to schedule additional tutoring sessions for the rest of the semester.**

**Hours Online or Face to Face:
Monday 9:00-8:00, Tuesday 8:30-8:00
Wednesday 8:30-8:00, Thursday 9:00-8:00, Friday 8:30-5:00
Saturday (grad students only) 9:00-1:00
Saturday 1:00-3:00, and Sunday 1:00-3:00**

Late hours and weekend hours begin after the first two weeks of the semester
(Schedule may change depending on consultant availability)

For current hours, call the Writing Center or register with <https://molloy.mywconline.com>

“Good writing is clear thinking made visible.”

9/2020