

Appointment and Tutoring Policies and Procedures

You can make:

- 30 or 60 minute appointments
- Appointments totaling 120 minutes per week
- No more than one appointment per day
- Appointments any time between today and two weeks from today

If you need a writing consultant:

- Check the appointment schedule by logging in to the scheduling system to make an appointment at a set time: sututor.stanford.edu
- Check the drop-in schedule for flexible tutoring times (first come, first served)

When you get here:

- Please arrive on time (or a few minutes early). After ten minutes your appointment time may be given to someone who is waiting.
- Bring your writing prompt or assignment and a hard copy of your paper.
- The schedule will be on the table by the desk. Check for your tutor's name.
- Have a seat: your tutor will call your name at the start of your appointment time.

MISSED APPOINTMENT AND CANCELLATION POLICY:

Missed Appointments: You will receive an email message from us when you miss an appointment. After two missed appointments, you will not be able to schedule appointments online for the remainder of the quarter. You will still be able to meet with a drop-in tutor as available by signing in at the main desk during drop-in hours or visiting peer tutors in the evenings.

Cancellations must be made online by 4:00 p.m. the day before your appointment. If you miss the cancellation deadline please make every effort to come to the appointment and avoid a missed appointment.

TAKE-HOME MID-TERM/FINAL POLICY:

Writing Center tutors will work with students writing take-home exams *only* if the professor has said, in writing on the exam itself, that students may bring the exam to the Center for help. Students might ask a professor whether exams may be brought to the Center far enough ahead of time for the professor to put a written statement on the exam sheet.