
Mt. SAC Writing Center Policies & Procedures—Fall 2021

General Writing Center Policies:

- Students using the Writing Center must wear masks. Disposable masks are available. Students who refuse to wear a mask may be subject to AP5520 for removal from the Writing Center due to noncompliance.
- Students must register with the Writing Center each semester. Self-registration for Writing Center CRN(s) is available through the student portal.
- In order to use the Center, students **MUST** bring their current Mt. SAC student ID each time.
- Students cannot participate in Zoom class meetings from the Writing Center due to limited space; however, they can use the computer lab for Writing Center online services.
- Students must use either their own headphones or check out headphones from the front desk to participate in their online tutoring sessions in the Center. Headphones must be cleaned off by students prior to return. Cleaning wipes are available.
- Cell phone use is prohibited. Food, drink, and gum consumption are also prohibited. Water bottles are permissible.
- Photocopying is **NOT** available in the Center.
- Students need to pick up their student IDs before leaving the Center.
- Skateboards are permitted in the Writing Center **ONLY** if they are properly stored in the skateboard holding area located in the computer lab.
- The Writing Center is not responsible for the security of students' belongings, nor is it responsible for any lost or stolen items.

Computer Lab Policies:

- Students using the computer lab must be working on Mt. SAC assignments.
- Students can use the computer lab for up to 2 hours.
- Students must use the computer assigned to them. If there is a problem with the assigned computer, students must notify the front desk immediately. Students who ignore this policy will lose their lab privileges.
- Students must wash or sanitize their hands prior to using a computer. Hand sanitizer is available.
- Black and white printing is 10 cents a page. Color printing is not available at this time.
- There is a 20-page limit on printing jobs when other students are waiting. The lab does not accommodate printing on special letterhead, colored paper, or envelopes.
- Printing requires payment in cash since the debit/credit card service is not available at this time.
- Students should bring a flash drive (USB) in order to save work. The Writing Center is not responsible for any lost work on the computer.
- MP3 players can be used, but the volume must not distract other students.
- Headphones are available for checkout at the front desk, but they must be cleaned off by students prior to return. Cleaning wipes are available.
- Students need to take personal items (backpacks, purses, wallets, etc.) with them when they leave the computer station. Any items left behind will be put in the lost and found box at the front desk.
- Students must check out of the lab when going to a tutoring session and cannot save their computer during tutorials. Students must return the computer card to the front desk and check into tutoring.
- Students are not to go on social media sites such as Facebook or Twitter while waiting for a tutor.

Tutoring Policies:

- Students may have up to two 30-minute tutorials (a combination of either walk-in, online, or DLA appointments) per day and no more than six appointments per week. Also, there must be a 30-minute break between tutorials that are on the same day. For ACCESS students, there must be 30 minutes between a 60-minute tutorial and an additional 30-minute tutorial.
- Walk-in tutoring sessions are 30 minutes for all students.
- Two appointments may be back-to-back (for a total of 60 minutes) for ACCESS students. If ACCESS students would like additional tutoring, they may sign up on the walk-in list for an additional 30-minute tutorial (for a total of 90 minutes).
- Two appointments may be back-to-back (for a total of 60 minutes) for students with papers of 7 pages or more.
- Students will be removed from the walk-in list and lose their spot if they do not respond when called for walk-in tutoring. NO exceptions.
- On the walk-in form, a student must clearly mark his or her computer location or write “waiting area.”
- Walk-in students may not request specific tutors. NO exceptions.
- A student who is more than 10 minutes late for an online appointment will lose that appointment and be marked as a no-show. More than 5 no-shows will result in a loss of appointment-making privileges for the remainder of the semester.
- Students using tutoring are expected to treat tutors with appropriate courtesy.

What to Expect from a Tutor:

- Tutors will work with students in a professional manner on any aspect of a paper from brainstorming to grammar and citation.
- Tutors will not write on, edit, or proofread papers for students. This applies to face-to-face and online tutoring.
- In general, tutors will work on only one writing assignment during a session.
- Tutors cannot assign or predict grades.

Workshop Policies:

- Only students who have registered in advance are guaranteed seats in person or online.
- Students fifteen minutes late will not receive a verification form for the workshop.
- Students must actively participate and stay for the duration of the workshop in order to receive a verification form.
- Workshop verification is at the discretion of the instructor.
- Workshop times and dates are subject to change.

Unauthorized Use of the Writing Center and Student Behavior:

- Students not registered for the Writing Center are not permitted to remain in the Center.
- No children are allowed in the Center due to legal and insurance issues.
- Disruptive or disrespectful behavior towards fellow students or Writing Center staff will lead to a suspension of lab privileges or disciplinary action.

Unauthorized use or misuse of any Humanities Division computer system or its components will result in disciplinary action in accordance with the Student Discipline Policy (A.R. & P. 609) and the California Education and Penal Code.

Please note: THE WRITING CENTER CANNOT SERVE AS A STUDY HALL OR STUDY GROUP LOCATION. Students in need of study space are invited to use the library in Building 6. Students in the Tutoring Space (room 1563) may be asked to move to accommodate tutoring. Any tutoring that takes place in the Writing Center must be authorized by the Writing Center.