

**ENGLISH 902 FAQ'S**  
**PCC WRITING CENTER**

*What if I forget my schedule, assignment sheet, or ID card?*

Even though we require that you have all three of the above things in order to be checked in for class, we do have mercy. If you have at least two out of the three items listed above, you will be allowed to check in. However, we have a limit of two times when we will check you in without all the required items. If you come a third time without all three items, you will not be allowed to check in for class and will be considered absent.

*What if I lose my Assignment sheet?*

You may go to the English 902 “Class Information” area and print a new assignment sheet. Then, bring in your new copy, and we can verify the days when your card was scanned in and out of the Writing Center. However, if you came without your ID card, the electronic attendance system has no record of your attendance for that day. Without your paper backup record, we will not verify that you came to class on that day. Your assignment sheet is an important paper backup record for you. Don't lose it!

*How does the English 902 grammar and writing website work?*

All English 902 students will receive an orientation to the web activities for this class. After the in-class orientation, register for the grammar and writing website hosted by the Bedford/St. Martin's company. You can buy the English 902 access code packet in the PCC bookstore, or you can pay for the access code via the internet when you register for the website.

After you register, the first priority is to answer twenty questions about grammar and write a sample paragraph. Print the results of the twenty questions and the paragraph that you wrote. Bring them with you to the Writing Center the next couple of times that you come to class. Check your assignment sheet to see when you should meet with an instructor. When you meet with the instructor, he or she will look at the results of the twenty questions and your sample paragraph. Then, the instructor will check off boxes on your study plan to indicate areas that you should work on. After the instructor has helped create a study plan for you, you will follow it for the rest of the semester.

*What is this Study Plan (the Purple sheet) and how does it work?*

The study plan is basically an outline of what is available on the website for you. The main sections are: grammar, reading, writing, and study skills. Bring your study plan with you and refer to it all semester when you come to the Writing Center. At any time, your teacher or a tutor might ask to see your study plan so that he or she can add some more areas for you to work on. Therefore, you should keep it in your notebook or folder so that you have it whenever you are in your English class or the Writing Center.

*What if I run out of things to do on the study plan?*

If you ever “run out” of things to do on your study plan, please speak with your English 400 instructor or a Writing Center tutor. You, your English 400 instructor, or a Writing Center tutor can check off boxes on the study plan at any time. Although many students spend most of their time working on grammar, be sure to explore the other areas of the web page. In addition to grammar, there is a lot of useful information about reading, writing, and study skills.

## ENGLISH 902 FAQ's

### *What will I do here?*

#### **1. FOLLOW YOUR STUDY PLAN AND WORK ON THE BEDFORD/SAINT MARTIN'S WEBSITE**

#### **2. MEET WITH AN INSTRUCTOR OR PEER WRITING CONSULTANT**

This is one of the most important and helpful services that we offer, so you should take advantage of this service as much as possible. You should meet with an instructor or peer writing consultant at least twice this semester, but you can opt to meet more than two times. Check your assignment sheet for the days that you should meet with an instructor or peer writing consultant.

You can bring in an English class writing assignment that is at any stage of the writing process. You don't have to wait until you have finished a paper. You can meet with and talk about what you have been doing here in the Writing Center. Most sessions last between 15 and 20 minutes. If you meet with a with an instructor or peer writing consultant but have not completed 45 minutes in the Writing Center by the end of your tutoring session, please return to the Writing Center computer area. You can log into the Bedford/Saint Martin's website and continue working, so you can meet the minimum time requirement.

#### **3. LIBRARY ASSIGNMENT:**

We have created a library lesson for you to improve your skills in using the library. Please read the information on each screen carefully. There is a lot of information, and you will need this knowledge in your future English classes. At the end of the lesson, take the quiz and print the results. Follow the specific instructions about how to print the certificate.

#### **4. PARTICIPATE IN A SPECIAL WRITING CENTER MINI-SEMINAR**

We have developed several seminars for English 100 and 400 students. These seminars emphasize brainstorming and organizing skills and involve the use of laptops. The specially trained tutors who conduct these seminars will select three or four students at the start of the hour. If you are selected, you are **required** to participate. However, you will not be required to participate more than once a semester.

### *How do I Check out?*

While you do not have to print out a page to show what you did in the Writing Center in order to check out, you **must** write down in detail on your assignment sheet what you worked on. It is NOT sufficient to write "**I worked on grammar**" in order to check out. You need to write down specifically which area of grammar you worked on and what exercises you completed.

Here's an example of the kind of detail we'd like you to write on your assignment sheet:

*"I worked on Comma splices, Run-on Sentences, and Fused Sentences again this week, and I completed Exercises 20-3 and 30-1."*

### *Why can't I stay until the scheduled end of my class?*

Like other classes, there is a passing period for Writing Center classes. Your class needs to be out of the Writing Center so the next class can enter and start their class. You will NOT be allowed to stay in the Writing Center during the passing period. Please finish up and check out when you are asked to do so.