

# FAQ Tutoring and Writing Consulting at Olin Library, Rollins College

## 1. What courses can I come for help with?

We offer tutoring in almost all departments, especially in courses that have had student demand in the past. Not all courses have tutors, though. If you search for a tutor in WC Online for your course and see no one, we do not offer any tutoring for that course. Contact the Circulation Desk with questions (by the main entrance, 2<sup>nd</sup> floor, or by phone at 407 646-2321). Remember that you can meet with a writing consultant to go over a paper in any course and for any professor, at any stage of your research and writing process.

## 2. What is the difference between tutors and writing consultants?

Tutors can help with the content of a course, since they have taken the courses they tutor and are usually majoring in that academic field. Writing consultants can give you feedback with a paper anywhere from brainstorming from the assignment to the middle stage (often with an incomplete draft) for organization and flow, to a near final review of the paper for grammar, mechanics, and style.

## 3. Where are you located?

We are located on the 2<sup>nd</sup> floor (the main floor) of the Olin Library. You will meet your tutor or writing consultant in the Library Lounge, the couches directly across from the main entrance. The two of you can decide where to hold your session, in the library or somewhere else.

## 4. Who are the tutors and writing consultants?

We are a peer tutoring center, so all our staff are your fellow Rollins students. Peer tutors excel in their specific subject areas; peer writing consultants are very good writers. Both are nominated by faculty members and then go through crash and ongoing training to make them even better prepared to work with you.

## 5. How can I make an appointment?

You make an appointment in **WC Online**, which you can access from the Library homepage (Tutoring & Writing Center in the sidebar) or from the R-Net logins. You can also access it via the following link:

<https://rollins.mywconline.com/>

Search differently for appointments with writing consultants and tutors. Our tutors and writing consultants are in different schedules of WC Online. Click on "Limit to:" to search for your course (for a tutor) or for a specialty (for a writing consultant, such as APA style or thesis statements).

## 6. Can I make an appointment the same day?

Appointments **must be made by midnight of the day before the appointment**. Planning ahead ensures that you can get the help you need and lets the tutors and writing consultants know when they will have appointments and need to be here to meet you.

## 7. What should I bring to the appointment?

Most students bring all of their work (books, notes, etc.) to their appointments with tutors. For Writing Center appointments, be sure to bring the prompt/assignment so the consultant can help you make sure you have addressed it thoroughly. Also bring a printout of your draft. You can bring your laptop or have the session in one of Olin's computer labs if you need to access the internet or your saved files.

## 8. Will my professor know about my appointment?

Your tutor or consultant will make some notes in WC Online about what you two did in your session. You and the professor will get a copy via email of these notes. Your tutor or consultant will probably also write some notes for you on paper, for you to keep.

## 9. What do professors think about students who use tutoring/consulting?

Since they nominate the tutors and writing consultants for the job, your professors love to see their students making appointments with them. Some professors require you to go, some give extra points, but most just encourage it.

**10. Can I cancel or change my appointment?**

Yes. You can cancel your appointment yourself in WOnline by midnight of the day before. If you try midnight, you won't be able to. You'll need to call the Circulation Desk (407 646-2521) to let them know you cannot make it; they will contact the tutor or consultant. Please try to avoid this; it ties up that session so no one else can use it. For this reason, a no-show or same-day cancellation will count against you. For more information about our policies relating to appointment cancellations, look here: <http://www.rollins.edu/library/twc/aboutus.html>

**11. How often can I see**

**...a writing consultant?** You can make as many appointments as needed, but we ask that you work on your paper in between appointments in the Writing Center, so that you will get feedback on the most recent draft.

**...a tutor?** You may meet with the same tutor once a week. Keep in mind that others will need to see the tutor as well, and each department has a limited number of tutors.

**12. Can I make back-to-back appointments?**

More than one hour with a writing consultant often leads to information overload, so it's better to have two appointments with time in between to make those revisions or edits in your next draft.

Tutoring appointments are set up as 30 minutes; you can make two 30-minute appointments back-to-back.

**13. How far in advance can I make appointments?**

You can schedule appointments up to 30 days in advance.

**14. Do I have to bring a completed paper to my Writing Center appointment?**

No. Writing Consultants can help you with any stage in your writing process, from brainstorming to final draft.

**15. Are you on Facebook?**

We have a public Facebook page! <http://www.facebook.com/RollinsTJs>. During the academic year, our tutors and writing consultants write interesting (often funny) posts about learning and writing. Like us to see these on your wall.

**16. Where can I find information about ... citation styles, for example?**

Click on the Resources page in our web site: <http://www.rollins.edu/library/twc/resources.html>

**17. What days are you open and closed in the semester?**

We open in the second week of classes and close the last day of undergraduate classes. We are also closed on all College Closure days, including Fox Day in the spring.

**18. When are you open?**

During fall and spring semesters, our scheduled hours fall mostly on Monday-Thursday 9 a.m. to 10 p.m., Friday 9 a.m. to 4 p.m., and Sunday 4 p.m. to 10 p.m. See the hours for each tutor or writing consultant in WOnline.

Many of our staff will arrange off-schedule sessions if you email them. We have much reduced hours and staffing in the summer sessions.

**19. How much does it cost?**

It's FREE! Our tutors and writing consultants are paid for the time they spend with you, but our services are free to you!