

Request for Writing Center Services

Quarter: _____

TO: University Writing Center

FROM: _____ Dept: _____ Ext: _____

Email: _____

RE: Course & Section No: _____ Meeting Time/Day(s): _____

Class Location: _____ Number of Students: _____

I would like to make the following arrangement for this quarter: (please check all that apply)

1. I would like an in-class presentation on Writing Center services. (The presentation takes about 20 minutes.)

2. I would like to take my students to tour the University Writing Center on:
Date: _____ Day: _____ Time: _____

3. I would like to know how many of my students are going to the Writing Center. (Please attach a copy of your class roster.)

4. I would like to make other arrangements (Please explain) _____

Please return this form to Linda Zepeda at the University Writing Center, JFK Library, Palmer Wing, Room 2097. We will contact you as soon as possible.

Thank you for using the Writing Center.