

- All appointments must be documented using the Writing Center Bookings system. Appointment requests sent via e-mail will not be accepted.
- Appointments should be booked at least 24 hours in advance and may be scheduled up to 2 weeks (14 days) in advance.
- Depending on tutor availability, some walk-ins (*appointments made less than 24 hours in advance*) may be accommodated, but cannot be guaranteed. Walk-ins may not be for the full duration of a typical tutoring session depending on the tutor's availability.
- Appointments are available in-person or remotely, and students must specify their preference when booking the appointment. Last minute requests to switch the modality may not be accommodated.
- Tutoring sessions generally last up 35- 45 minutes in length but are booked for the full hour to complete the tutoring summary.
- Students may only receive tutoring in courses for which they are currently enrolled at the College.
- Students are only permitted (3) tutoring appointments per business week.
  - Back-to-back or double appointments for the same course will not be accepted and will be cancelled by the Center's staff.
  - Additional appointments exceeding three per business week will be cancelled.
- Students who need to cancel or reschedule an appointment should do so at least 12 hours prior to their session by contacting the Writing Center staff during normal business hours at 934-420-2082 or e-mailing [writingcenter@farmingdale.edu](mailto:writingcenter@farmingdale.edu).
  - Students who cancel appointments in excess will receive a warning notice from the Center staff and may be prohibited from scheduling additional appointments for the remainder of the semester.
- Students who fail to arrive within the first 15 minutes of their appointment without notifying the staff will have their session cancelled and be marked as a "No-show".
  - Students who are marked as a "No-show" will forfeit their appointment and will not be permitted to schedule a walk-in session for that same time slot.
  - After two "No-show" incidents, students will receive a warning notice. Any subsequent no-shows will result in the student being prohibited from scheduling additional appointments for the remainder of the semester.

**This policy is subject to enforcement and modification by the Director.**

**This policy is also available on [farmingdale.edu/writing-center](https://farmingdale.edu/writing-center).**