



POLICY AND PROCEDURES:

You can choose to meet with us face-to-face at the Pennington Student Achievement Center Room 350 or online. Face-to-face meetings can be 30 minutes or 60 minutes (1 hour) long and are always held in the Pennington Student Achievement Center Writing Center space, room 350. In order to maintain our commitment to providing support to students, 30 minute appointments will be marked missed after 10 minutes and 60 minute appointments will be marked missed after 15 minutes.

For all online consultations you must attach a double-spaced, .doc, .docx, or .rtf document. During an online consultation, we will spend a maximum of 1 hour responding to your paper but do NOT guarantee a certain number of pages will be reviewed. If you would like us to focus on a specific section, please indicate that on your appointment form. All documents must be uploaded in an acceptable file format 15 minutes prior to appointment, or the appointment will be marked as a no-show and opened up for other students. You will receive your response electronically through email.

All students receive up to one (1) hour of one-to-one writing support each day the Writing Center is open (this policy applies to all schedules).

To ensure that students seeking writing support receive consultations, the University Writing Center has a strict cancellation policy. Students can cancel consultations in our WOnline system up to 30 minutes prior to the start of the session; additionally, students can call 775-784-6030 or email writing-center@unr.edu to cancel consultations. Students who miss scheduled consultations without notifying the Writing Center prior to the start time will be blocked from making new appointments until they contact Writing Center administration to discuss reactivation of the account.