

WCNYC Frequently Asked Questions

What are WCNYC hours?

Our hours vary through the year. Updated hours are always posted on our ePortfolio homepage at: <https://eportfolio.pace.edu/group/view.php?id=150&login>

How far ahead of time before my assignment is due should I come to the WCNYC?

As far ahead of time as possible—the more time you have, the less stressful your writing process will be. Scheduled appointments are 50 minutes in length, and students are allowed one appointment per day up to two times per week. If you arrive for a walk-in appointment less than an hour before your assignment is due, we cannot guarantee optimal outcomes.

What parts of my paper can WCNYC help me with?

WCNYC can assist you at any stage of the writing process—anywhere from understanding the assignment and brainstorming, to outlining and drafting, to revising and proofreading. Our tutors are trained to assist you in these writing stages so that you can, over time, improve your writing skills and become an independent writer.

What happens in a WCNYC session?

Once you sit down with your tutor, he or she will ask you a few questions about your class and your writing concerns. Then, you will discuss the specific assignment and any progress you have made so far. If you do not have a draft yet, your tutor will help you create a brainstorm. If you bring in a draft that you've already finished, your tutor will ask you to read it aloud while he or she follows along as reading a written piece aloud often helps students see their own mistakes. Your tutor will first address any concerns from your professor, and then address your own concerns before working on other concerns. This means that unless your professor indicates differently, your tutor will first help you clarify your ideas, organization, and structure before helping you with grammar and punctuation mistakes. When a session concludes, the tutor will ask whether you would like him or her to email a progress report to your professor, and if you would like to schedule another session.

What types of sessions does WCNYC offer?

The Writing Center has three types of sessions: In-person appointments, online appointments, and walk-ins. You do need to make an appointment if you would like to schedule an in-person or online session with a tutor. We suggest you book about a week ahead of time for optimal availability. To do this, please call the WCNYC to set up your visit. For walk-in sessions, you do not need an appointment. These usually occur on Fridays during the Fall and Spring semesters and on all days the Writing Center is open during the Summer semester and the January intersession.

What should I bring to a WCNYC session?

You should bring your assignment sheet or notes from your instructor, any written brainstorm, outlines, or drafts you have done, and any related research materials and class notes. It is always best to arrive with something to show your tutor as a starting point. Please do not come without something to work on.

Should I bring a print or electronic format of my paper?

Either is fine. We have 10 computer stations with Microsoft Office. If you choose to bring in an electronic document, please make sure your file is compatible with Word 2010 or below. We do not have the ability to print on location at this time, so if you prefer to work with a print copy, please print out your work ahead of time.

What if my professor refers me to WCNYC?

Many professors refer students to the Writing Center regularly for additional assistance with their writing. Professors often provide check lists of target areas that students need to work on in referral forms, so please make sure you bring such lists (or a copy of your paper with your professor's comments) to WCNYC so that we can better serve your specific needs. Our tutors will notify your professor of your progress if you request written feedback.

Will my professor receive any notification that I've come to the Writing Center?

Yes, if you elect this option, your tutor will email a progress report to your professor indicating the work that was done during the Writing Center session. You should make sure to remind your tutor that you would like the e-mail sent.

What if all of the WCNYC appointments are booked?

Students at times cancel or do not show up for their scheduled appointments. If this is the case, a tutor will be available to work with you in another student's place. If a student is more than 10 minutes late to the booked appointment, the appointment becomes a walk-in and will be given to the first stand-by student. These walk-in appointments are shorter than traditional appointments, and there is no guarantee you will be seen. You may have to wait or check back at the beginning of each hour. If you would like a confirmed appointment, it is best to book well in advance.

Can WCNYC edit my paper?

WCNYC aims to improve student writing through minimalist tutoring. **We do not edit or fix student papers**, but rather guide students' progress through conversation.

Can WCNYC give me ideas for a paper?

Likewise, Writing Center tutors will not do your work for you, or come up with ideas for you, but will rather help you generate your own ideas through brainstorming and discussion. To best begin this process, bring your class notes and the material you are working on to your session.

Does WCNYC tutor subject content?

The tutors at WCNYC are here to help students write better and become more analytical readers. Therefore, we do not lecture our students on the content of texts or try to push a singular interpretation as the “correct” one. Instead, we ask our students relevant questions that aid their understanding of texts and help them brainstorm ideas for their papers. How you interpret a text is completely up to you, but if you feel uncomfortable with your interpretation, we can help by reviewing your class notes and lecture points.

Can WCNYC tutors help me with citations?

Yes. Our tutors are trained to assist students in MLA, APA, Chicago and other major citation formats. Please also check out our citation workshop PowerPoints and handouts in our ePortfolio at <https://eportfolio.pace.edu/group/view.php?id=150> .

Can WCNYC help me with test-prep (TOEFL/LSAT)?

No. Our tutors are trained in helping students improve their writing skills, not test taking skills.

Will WCNYC tutors help me with grammar exercises?

Although WCNYC tutors can assist students with grammatical issues, we recommend that you bring in an actual writing assignment instead of grammar exercise. We have found that students can understand grammar better within the context of a composed essay where rules need to be applied in a critical way. Please do not bring grammar exercises to the Writing Center.

Can WCNYC help me with my resume, professional application materials, or statements of purpose?

Students should first work with staff from Pace’s Career Services (<http://www.pace.edu/career-services/>) on resume and cover letter content, personal statements, application essays, and other professional writing materials. Writing Center tutors are not trained in content of these materials, but we can help you polish sentence-level issues such as verb tense, punctuation, redundancy, etc. once you have worked on the content and organization with Career Services staff.

Can I work on writing outside of my courses at Pace?

The WCNYC focuses on helping students with their current course work. We recommend that you bring in writings for your classes. Please keep in mind that our tutors are trained primarily in academic writing, but we will make the best effort to assist you with business writing questions or creative writing concerns.

Can WCNYC accommodate non-native speakers?

Absolutely. Our tutors have a great deal of experience with assisting non-native speakers and many of our tutors work as ESL instructors. If you are taking a core English course and need assistance from an ESL specialist, please indicate this to the receptionist at the time of booking your appointment.

Does WCNYC work with graduate students?

Definitely. Graduate students are welcome to use our service. All of our tutors are trained to help students with major composition questions. Simply go through the registration process and make an appointment.

Can I work with a faculty tutor rather than a peer tutor?

At WCNYC, priority to work with faculty tutors is reserved for students registered in core English courses (ENG 110, 120, and 201 and all ESL courses offered by the ENG department). Non-core students are welcome to work with graduate and peer tutors.

Can I work with a tutor who has experience in my major?

We will do our best to match you with a fitting tutor, but oftentimes our schedule is booked and this is not possible. If you do know of a tutor who has experience in your area, it is best to book your session with him or her ahead of time.

Can tutors assess my expected grades?

Your professor will be the only person assessing your grade for any given assignment, thus it is not the role of Writing Center tutors to tell you what grade they think you will receive on an assignment.

Does WCNYC engage in grade disputes or any sort of grade evaluations?

No. The mission of WCNYC is to help you improve as a writer. We are not here to help you challenge your professors' comments. If you feel like your grade on a paper does not reflect the level of your work, you need to discuss the matter with your professor or the chair person of the department.

Can WCNYC be used as a computer lab?

No. Since we are not an actual computer lab, we cannot allow students to use our computers outside of their tutoring sessions.

Does WCNYC loan out its resource books?No. However, you are more than welcome to come to WCNYC and use our reference books inside the Center for the duration of your session.