

## Writing Center Documentation Form

(Once you have completed this form, save it to your computer.)

If you need *immediate* Writing Center assistance, follow step 1 below. If you need *more extensive* assistance, follow step 2 below.

**Step 1.** During the Writing Center's open hours (Mon-Thur: 9am-7pm; Fri: 9am-3pm), click on the Zoom link and upload the following: a) this completed form, b) the paper you want to discuss, and c) any assignments or rubrics provided by your professor. When a Writing Center consultant is available, they will admit you to the Zoom conference room to work with you.

**Step 2.** Upload to the Writing Center's Gmail account <sruwritingcenter@gmail.com> the following: a) this completed form, b) the paper you want to discuss, and c) any assignments or rubrics provided by your professor. A Writing Center consultant will get back to you within 48 hours.

1. Date:

2. SRU Email:

@sru.edu

3. Student Last Name:

4. First Name:

5. Student First Major:

6. If this your first visit to the Writing Center? (select one):

7. If "yes," how did you hear about the Writing Center? (select one): Other (specify):

8. What kind of paper did you bring in?

Other (specify):

9. Course Name:

10. Course #:

11. Instructor:

12. Department:

13. Paper Format

Other (specify):

14. What would you like the tutor to focus on ? (check all that apply):

Creating a draft

Developing ideas

Finding Sources

Integrating/Using sources

Revising a draft

Receiving reader response

Other (specify):