



## How to Refer Students to the FAMU Writing Resource Center

### **Freshman Communicative Skills Professors:**

Please refer all ENC 1101 and ENC 1102 students who do not score a 3 or higher on the diagnostic essay and/or students who do not score a 70 or higher on the diagnostic language skills test. This freshman composition referral is mandatory, as it is a part of the course requirements. We recommend anywhere from 3-6 hours for the term, depending on the students' needs and the number of weeks remaining between the referral date and the last day of tutorials for the semester.

[Please note that the Center now offers 30 minute and 1 hour appointments. The first two appointments consist of a WRC orientation and a language skills pre-test/review. During the last few weeks of the semester, as the demand for appointments increases, the WRC may offer only 30 minute sessions, so please encourage your students to begin their tutorials as soon as you submit your referrals.]

### **All Professors:**

You may refer any of your students to the Writing Resource Center for assistance on particular essays, assignments, language skills, etc. The amount of time for the referral may range anywhere from 30 minutes-6 hours, depending on the degree of assistance you would like the student to receive.

Note: WRC tutors are trained in composition/tutoring pedagogy and basic grammar; therefore, instructors needing more advanced grammar assistance for their students should contact the Center prior to making referrals.

### **Submitting Referrals:**

To refer your students, please do the following:

1. Print your roster\*
2. Place your contact information (**email address and phone number**) at the top of the roster
3. Place a check mark next to each referred student's name.
4. Note the number of referred hours next to each referred student's name.
5. Place your completed roster in Dr. Veronica Yon's mailbox in the English Department, or deliver it to the Writing Resource Center (124 Tucker Hall).

**All ENC 0015, ENC 0025, ENC 1101, and ENC 1102 referrals should be submitted before the end of the fifth week of classes for fall and spring semesters, and before the end of the second week of classes for the summer terms.**

\*Instructors who are referring only a few students from a particular course may submit a referral form for each student instead of a class roster. The referral form can be found on the Center's website ([www.famu.edu/wrc](http://www.famu.edu/wrc)) under "WRC Forms."

**Scheduling Appointments:**

The WRC utilizes WC Online, an online scheduler; therefore, your students must access the internet to schedule their appointments. Please instruct your students to do the following:

1. Go to the WRC's website: [www.famu.edu/wrc](http://www.famu.edu/wrc)
2. Click on the "Schedule Appointment" button (in the left-hand column) or the link (in the center of the "Welcome" page).
3. If this is the student's first-time using the system, he/she must register for an account. Click the first visit link. (Students with WC online accounts should skip to step 5.)
4. Fill in the information for all of the required fields, and click "register."
5. Log in, using the registered email address and password.
6. A white box indicates an available time slot. Select an available time, and click on the corresponding box.
7. Fill in the requested information, including what you would like to address during your tutorial. (Please be specific. For example, "Review outline for argumentative essay" will better assist your tutor in preparing for the tutorial than "work on paper.")

Please inform your students that they should schedule **only one appointment at a time**. In other words, students may schedule another appointment only after the prior one has been honored. This procedure assists the Center in maximizing its resources and reducing the number of no-shows.

Any student who is more than five minutes late will lose his/her appointment slot, which may then be assigned to a walk-in.

**Midterm and Final Reports:**

At midterm, we will send you a report, which will list the number of hours completed by the students you have referred to the Center. Another report will be emailed during final exam week; however, at any point during the semester, should you have questions regarding a particular student's progress or attendance, please do not hesitate to contact the Center at 599-8391.

Thank you in advance for your support and cooperation. We look forward to serving you and your students.

Sincerely,  
The WRC Team