Writing Center Orientation Form

All CCRI classes are invited to visit one of the CCRI Writing Centers for an orientation. Five to thirty-minute orientations can be scheduled from Mondays through Fridays between 8 a.m. and 4 p.m. At the writing center, a staff member will say “hi,” distribute handouts, and answer questions. If you would like to do other activities during the CCRI Writing Center orientation, please describe the activities here:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Course: ________________________________________ Section #: ______________________
Number of Students Registered for the Course: _______ Campus: ________________
Preferred Date: ________________________________ Time: _________________________

In case of scheduling conflicts at the CCRI Writing Center, please write in other dates and times:
Second Date: ________________________________ Time: _________________________
Third Date: ________________________________ Time: _________________________
Fourth Date: ________________________________ Time: _________________________

Professor’s Name: ____________________________ Today’s Date: ________________
E-mail: ________________________________ Phone: _________________________
A staff member will contact you to confirm the date and time of your class’s orientation.

For each class, a separate copy of this form (or information about your request) should be sent to this email: writingcenter@ccri.edu.