**How to make required Writing Center visits work**

Typically, we have found that the students who make the most of our sessions are those who come on their own initiative. However, requiring visits—or offering extra credit—can be helpful when it a) pushes students to make that all-important first visit and b) encourages a habit of regular Writing Center attendance.

Here are a few simple ways to ensure that required sessions prepare students for positive, productive learning experiences.

**Manage student expectations**

1. **Help students understand feedback as a healthy, regular part of the writing process**

When students understand that everyone can benefit from feedback, it may help those who would otherwise feel embarrassed about coming to see us.

When students see feedback as a normal part of the Writing process, it can also encourage them to use us as a preventative measure, instead of an emergency response.

1. **When referring individual students, help them set clear learning goals**

Sometimes, when students come because of a requirement, they are more interested in fulfilling the requirement than in learning anything about writing. To prepare students for what they should learn from our sessions, please encourage students to come with their own, specific questions about their papers. You may also find our referral form useful.

1. **Manage student expectations about what they can accomplish in one session**

We teach students new writing strategies in each session. Usually, we can help them make strong progress in just one or two visits. In some cases though, students may need many visits before they master the skills we are teaching.

**Plan ahead for logistics**

1. **Contact us in advance if you plan to send many students**

To avoid logistical issues, please contact us in advance if you anticipate sending many of your students in a narrow time frame. Email David Hudson, at [david.hudson@moody.edu](mailto:david.hudson@moody.edu), or stop by the Writing Center in the Crowell Library.

1. **Direct your students to our scheduling tool**

Make sure that students start signing up for sessions well before their deadline nears. Our [scheduling tool](https://mbiwritingcenter.acuityscheduling.com/) lets them make appointments up to two weeks in advance..

Note: We are very happy for you to send many of your students. While we could be overwhelmed by large classes, the real issue is *how many visit us at once*. When students are required to visit us by a specific deadline, nearly everyone comes in the final two or three days. When that happens, we usually cannot see everyone before the deadlines passes. Students may become upset if they can’t fulfill a requirement and may be less likely to use our services voluntarily in the future.

Together, we can prevent any pre-deadline logjams with the two strategies above.