Writing Center Orientation Form

All CCRI classes are invited to visit one of the Writing Centers for an orientation. Five to fifteen 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 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 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 should be sent through e-mail or interoffice mail to one of the CCRI Writing Centers:

Dr. Karen Petit, kmpetit@ccri.edu, Knight Campus, Warwick, Room 6532, 401-825-2279
Ross Dean, rdean@ccri.edu, Flanagan Campus, Lincoln, Room 2427, 401-333-7276
Julia Micks, jmicks@ccri.edu, Liston Campus, Providence, Room 1164A, 401-455-6008