

# The Writing Café Rules and Guidelines

Welcome to The Writing Café! To ensure a positive experience for everyone, we ask that students adhere to the following rules and guidelines:

1. **Check in and out.** Be sure to check in at the front desk and let the clerk know that you are here for The Writing Café. You will need to provide your student I.D. card, so be sure to bring it with you. Don't forget to pick up your I.D. on the way out also!
2. **Come prepared.** It is your responsibility to be aware of your instructor's expectations for any assignment. Writing Consultants can best help you if you bring a copy of the assignment you are working on, including any rubric or guidelines the professor has provided. If you have a draft, please bring a typed copy to your writing consultation.
3. **Be considerate of others.** Please be sure to turn off or silence all cell phones and pagers. If you need to take a call, please step outside of The Writing Café.
4. **No food or drink.** Please do NOT bring food or drink into The Writing Café. Bottled water is permitted—please cap the bottle between drinks.
5. **Use your time wisely.** In order for us to provide service to as many students as possible, and to encourage you to also work independently, we ask that you have no more than one 45 minute writing consultation per day and no more than two writing consultations per week.
6. **No guests.** Please do not bring any "guests" (friends, children, relatives, or other non-Citrus guests) to The Writing Café.

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