**Request for Writing Center Introduction**

Due to budget and staffing constraints, the Writing Center is not currently able to offer classroom workshops. If you would like to introduce your students to our services, we can offer three options:

* You can schedule a time to bring your students by our SASB office for a quick tour
* You can request that one of our staff visit your classroom to offer a 10-minute overview of our offerings and invite your students to visit us
* Writing Center staff can staff a table at large campus events such as Family Weekend, the RA Fair, the Week of Welcome, the Graduate School Orientation, etc.

To request a tour, classroom visit, or event representation, please email the form below to Writing Center Assistant Director Vicki Behrens at [writing\_center@unc.edu](mailto:writing_center@unc.edu)

Today’s Date: Choose Date

Your Name: Enter Name

Your Email: Enter Email

Your Phone Number: Enter Phone #

Department and Course Number or

Name of Event: Enter Info

Are you requesting to have your students tour the Writing Center, to have a Writing Center staff member visit your classroom, or to have a Writing Center staff member participate in a large campus event? Enter Info

Preferred Date and Time: Choose Date

Alternate Date and Time: Choose Date

Location: Enter Location

Number of Students: Enter Number

Please save your completed workshop request form and email it (as an attachment) to [writing\_center@unc.edu](mailto:writing_center@unc.edu). Call us at 962-7710 if you run into any trouble during this process.

Thank you for contacting us!