



WORKSHOP SCHEDULING FORM

Professor _____ Email _____

Class _____ Number of students _____ Room Number _____

Date _____ Time _____

Choose a workshop:

OR Custom Workshop:

Custom workshops must be requested at least two weeks in advance and approved by Writing Center staff.

Please describe the presentation you would like to see.

Special requests [Topics, handouts, other]:

Please submit requests at least one week in advance. You should receive a confirmation email in 1-3 business days.