**Online Writing Lab (OWL) Deadlines and Directions\* Deadlines: Fall B 2017 Portfolio Goal Statement and Autobiographical Learning Essay (October 16, 2017)**

The **last day** to submit requests to **OWL** is **Wednesday, October 4**, **2017** **by 9:00 p.m.** The time and the date of submission will be strongly re-enforced because we need time to reply to all requests.

 **Directions to submit OWL requests:**

* **Go to www.barry.edu/writingcenter**
* **Click on the OWL icon**
* **Click on OWL Feedback Request form link on the bottom of the page**
* **Fill out the OWL Feedback Request form**
* **Click Submit**
* **Please note, only requests from Barry e-mail addresses will be accepted**
* **You will receive a reply with instructions on how to submit your paper in 24-48 hours during regular business hours from 10 a.m. to 4 p.m. excluding Fridays, Saturdays, and Sundays**
* **Papers are returned in five business days. Each paper will be reviewed only two times.**

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For **each paper**, students must submit a separate request form. In other words, if they want us to review their goal statement and an autobiographical essay, **two** requests must be submitted. We will not review any papers if this policy is violated!

The **last day** to submit papers to OWL is **Sunday, October 8, 2017 9:00 p.m**. The deadline and time will be strongly re-enforced.

* Students who miss these deadlines will be asked to visit the Writing Center in person during the week of October 9-14. No appointments will be scheduled during this week.
* Please note that the Writing Center and the OWL will be closed on Friday, October 6 due to the fall holiday! Please encourage your students to review their work earlier in the semester and work more with their advisors on their papers.
* For all information about our policies, changes, and news, students may visit our website ([www.barry.edu/writingcenter](http://student.barry.edu/writingcenter)).

**Fall 2017 Hours of Operation (August 21-December 8)**

Mondays/Wednesdays 9 a.m. to 8 p.m.

Tuesdays/Thursdays 9 a.m. to 9 p.m.

Fridays 9 a.m. to 4 p.m.

Saturdays 9 a.m. to 12 p.m.

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\* **Please Note: Students at site locations are encouraged to use
 site English tutors.**