**Online Writing Lab (OWL) Deadlines and Directions\* Deadlines: Spring B 2018 Portfolio Goal Statement and
 Autobiographical Learning Essay (March 12, 2018)**

The **last day** to submit requests to **OWL** is **Friday, February 22, 2018** **by 9:00 a.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 <http://apps.barry.edu>
* Click on Student Login
* Enter your username and password
* Under Remote Access Menu, click on Student Web
* On Student Web, click on the Academic Resources Menu on the left sidebar
* Click on Writing Center
* On the Writing Center Web, click on the OWL icon on the right sidebar
* Complete the Online Writing Lab Request Form and 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

**Papers are returned in five business days. Each paper will be reviewed only two times.**

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 **Monday, February 26, 2018 by 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.
* Please note that no appointments will be scheduled on the week of February 26-March 2.
* **The Writing Center and the OWL will be closed for the spring break from March 5 through March 11**. 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)

**Spring 2018 Hours of Operation (January 8 – May 4)**

M and W 9 a.m. to 8 p.m.

T and R 9 a.m. to 9 p.m.

F 9 a.m. to 4 p.m.

S 9 a.m. to 12 p.m.

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