**2022-23 ACADEMIC YEAR - SPRING SEMESTER**

**STUDY CENTER & SPEAKING CENTER**

**STUDENT GUIDELINES**

Dear students,

Here are the principles and rules about the Study Center & Speaking Center for this semester. Please read them carefully and follow them while benefiting from these centers.

1. Our goal in these centers is to help you understand your needs better and guide you about how to work on them to improve your English.
2. We provide one-to-one support in these centers, so your individual needs can be addressed. We do not have group sessions.
3. Both of these centers work through appointments. When you want to get an appointment, you must check the digital version of the OzU English Language Support Center poster. This poster is both on your class’s LMS page and on the ScOLa Extra-curricular activities LMS page.
4. We have face-to-face and online slot options in both of these centers.
5. To manage appointments, we use a website called “Calendly”. When you click on the name of the teacher on the digital poster, the system will take you to this website. And you can follow the steps to make your appointment.
6. For face-to-face Study Center slots, you need to go to OzU Library, Floor -2, Study Center room. For face-to-face Speaking Center slots, you need to go to ScOLa Building the stated classrooms on the poster.
7. For online slots, we use Zoom. After you make the appointment, you will receive a Zoom meeting link in an email from Calendly.
8. Please do not make more than 1 appointment at once. Visit Study Center or Speaking Center first, and the teachers in those centers will help you understand if you need more appointments or not.
9. After you make an appointment, **if you understand you cannot be there for some reason, you have to cancel your appointment at least 2-3 hours before your appointment time**. If you don’t cancel it on time, you prevent other students’ chance to benefit from that slot.
10. To cancel your appointment: When you make an appointment, Calendly will send you an email about your appointment details. In that email you will see the following part. If you click on the cancel link and follow the necessary steps, you can cancel your appointment.

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1. If you don’t cancel your appointments on time **three times** in total (with no valid excuses), we will have to decline your appointment requests in the future.
2. In Study Center, we have a Study Center Writing Topics list. We do NOT give feedback on the writing topics that are not on this list. You need to visit Study Center first, get a topic from a Study Center teacher and then you can write your paragraph and get feedback from us.
3. Teachers in the Study Center don’t teach objectives from scratch. To give an example, you need to study a grammar topic yourself first, and then if you have questions about it, you can go to Study Center with your specific questions. Then, Study Center teachers will help you happily to answer those questions.
4. You can also visit Study Center just for practice purposes or about how to study. Similarly, you can visit Speaking Center just for practice purposes or about how to improve your speaking skill.

*We are looking forward to meeting you all in the Study Center and/or Speaking Center slots*.

*Good luck this semester with your studies.*