

# FAQs – Writers Studio 2017

## WORKSHOPS

**Q. How do I get in touch with my instructor before my workshop begins?**

A. Instructor contact information can usually be found in the welcome letter from your instructor or in the course syllabus. If you need to reach your instructor and no contact information is listed, you may email your question to the Writers' Program at [writers@uclaextension.edu](mailto:writers@uclaextension.edu), and we'll forward it to your instructor.

**Q. Do I need to bring a laptop to my workshop?**

A. A laptop isn't required for any workshop, unless your instructor specifically states that a laptop/tablet is required. Some students prefer to work and take notes on a laptop; if so, feel free to bring one to the Studio. All Studio classrooms are equipped with a power strip with several outlets, though we cannot guarantee that every student with a laptop will have a power outlet available. Wireless internet is available in the building. There will be a limited number of desktop computers, printers, and a copier available for student use in Room 414. The equipment is available first come first served, and there are time- and page-length restrictions.

**Q. What do I need to bring to the first day of my workshop?**

A. Check your instructor's syllabus to see if he/she specifically requests work to be completed before the class begins (for example, that you read a script or novel before the first class). Otherwise, all you need to bring to class is a notebook and pen or pencil.

## LOGISTICS

**Q. Where can I get logistical information about the Writers Studio?**

A. Logistical information including hotel lists, restaurant information, contact information, driving directions, parking instructions, and maps are on the website [here](#). A letter and syllabus from your instructor are included in your welcome email. Classroom assignments will be emailed in early January. If you need help or cannot find the details you need, please call our Studio Coordinators:

Nutschell Windsor: [nwindsor@uclaextension.edu](mailto:nwindsor@uclaextension.edu) // (310) 794-1846

Ani Cooney: [acooney@unex.ucla.edu](mailto:acooney@unex.ucla.edu) // (310) 825-0107

**Q. Where do I park for the Writers Studio?**

A. Studio students may choose to park in any of the parking lots in the Westwood area. Parking information is on the website [here](#). Each lot we list is within a comfortable walking distance of the 1010 Westwood building and the Extension Gayley Center. Parking is on a daily, first-come, first-served basis and we cannot guarantee the availability of spaces on any given day in any particular lot. Please check individual lots for the most up-to-date prices and information.

**Q. Where do I go the first morning of the Studio?**

A. We'll see you on **Thursday, February 09, 2017 at 9:00am** at the UCLA Extension Gayley Center, Room 121 for our opening reception. You'll enjoy a light breakfast with your classmates and meet your instructors. At 9:45am, the Writers' Program staff will escort you to the 1010 Westwood Center where all the Studio workshops are held. Workshops begin at 10am.

**Q. What should I do if I'm late the first morning of my workshop?**

A. If you arrive after 9:45am on the first day of the Studio, please go directly to the 1010 Westwood Center and check in with a Writers' Program staff member in the Writers Studio Office, Room 418.

## **ENROLLMENT**

**Q. I enrolled in a Writers Studio workshop but am unable to attend. How do I request a refund?**

A. Refund requests must be received by mail or by phone no later than **Monday, January 09th, 2017**. A service charge of \$150 will be withheld from all refunds received by January 09th, 2017.

To request a refund, call (310) 825-9971, or email [refunds@uclaextension.edu](mailto:refunds@uclaextension.edu).

**Q. I've enrolled in a Writers Studio workshop but would like to transfer to another section. Is that possible?**

A. You can transfer your enrollment at no charge by calling the Registration Office at (310) 825-9971, provided that spaces are available in the workshop in which you'd like to enroll. Once you transfer your enrollment, you'll receive an email confirmation, and we'll email you the course welcome letter and syllabus.

Q. **What do my Writers Studio fees cover?**

A. Your Writers Studio fees cover:

- enrollment in one four-day workshop
- a special guest speaker on Saturday
- the opening reception, including a Continental breakfast
- the closing reception, including light refreshments and wine
- use of the computers, printers, and copier in room 414
- coffee and light snacks throughout the Studio, while supplies last
- a complimentary coffee mug

Items **NOT** covered by the course fees include:

- transportation to and from the Writers Studio
- parking
- lodging & additional meals
- textbooks or writing supplies
- anything else not listed as covered above