

How to Make an Appointment with the Writing Center

Need help with that dreaded paper you've been assigned?

Whether you're brainstorming, drafting, or revising, Writing Center tutors are here to help! But first, you need to make an appointment. Here's how:

1. Go to mscc.mywconline.com
2. If this is your first time visiting the Writing Center, follow these steps:
 - a. Click on *Register for an account* beside *First visit?*
 - b. Fill out the form on the next page. Please use your school email address; otherwise, the system will not recognize you as a student and will not let you register.
 - c. When you're done, hit *Register*.
 - d. Then, it should take you back to the login screen.
 - e. Make sure you choose the correct schedule for your campus; otherwise, you may accidentally make an appointment with a tutor on another campus.
 - f. Log in.
 - g. The next screen will be the schedule for your campus.
 - i. On the left-hand side will be the names of tutors on your campus, and underneath their names will be whether they do only face-to-face tutoring or e-tutoring. If there is nothing, it means they only do face-to-face tutoring, and if they do both, it'll be listed there.
 - ii. The dark blue boxes are times that the tutors are not available, and the white boxes are open appointments.
 - iii. The light blue boxes are face-to-face appointments that have already been scheduled.
 - iv. The green boxes are e-tutoring appointments that have already been scheduled.
 - h. To make an appointment, click on a white box at a time you are available.
 - i. At the top of the screen will be the tutor's name, and below that is the date and time you are about to schedule.
 - ii. Some of our tutors are only available for face-to-face tutoring, but for those tutors that are trained to do both face-to-face and e-tutoring sessions, there will be a drop down menu to allow you to select the appointment type you prefer.
 - iii. Fill out the information about your class, instructor, assignment, and the due date. Be specific when you tell us what you want to work on. The more information we have, the more we are able to work with you on your assignment.
 - iv. Click *Save Appointment*.
3. If you are a returning student, log in, and follow the steps from *g* to *h* (and everything in between).

You have made your appointment! 😊😊😊

Frequently Asked Questions:

- What do I bring to my tutoring session?
 - Anything and everything! Bring your assignment prompt, textbook, syllabus, grading rubric, and anything else you feel like you need to complete the assignment. Even if you don't think you need it, bring it! It's better to have too much than not have enough.
- What if I can't make it to my appointment?
 - Please cancel your appointment as soon as you know you can't be there. (Just log back into the scheduler, click on your appointment, and click cancel!) If you don't, and you are still scheduled for that time, you are blocking up a session that someone else could be using.
 - Side note: If you make an appointment and do not cancel before the session begins, you will be labelled as a *No Show*. After three, your account will be locked and you will have to speak with the Writing Center Coordinator about reactivating your account.
- What if all the slots are full? I really need an appointment!
 - On the left-hand side, there is a clock icon next to the each date. When you click on that, a screen will pop up asking for information to put you on a waiting list. Fill that out, and you will be emailed if/when that session is free.
- Do you take walk in appointments?
 - Yes, but it would be better to make an appointment so we know we will get to meet with you. Slots fill up very quickly, and we may not be able to meet with you if you show up while we are with another student.

More Questions? Email us at writingcenter@mscc.edu