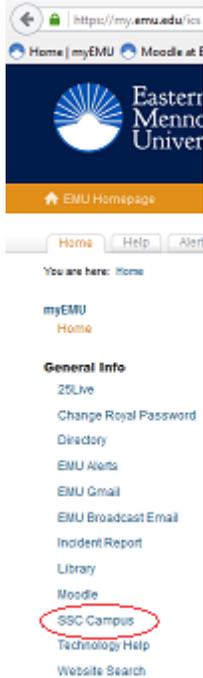
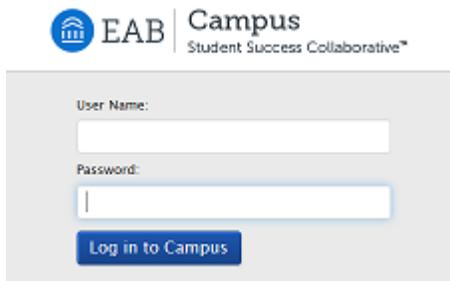


How to Schedule an Appointment at the Writing Center

1. Login to myEmu and select "SSC Campus" from the options on the left hand column



2. The following screen will open (login with your EMU username and password):



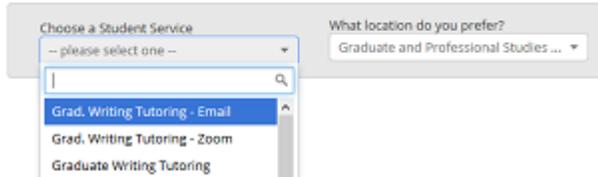
3. At the "Student Home" screen look all the way to the right, for the **lower blue button** that says **"Schedule Appointment for: Writing, Nursing, Math Praxis, Study Skills, Library Research."**



Do NOT use the option to schedule a tutoring appointment for a specific class (There is a link that says "Schedule Tutor Appt" next to each of your classes, but this option is only for undergraduates and does not link to the Writing Center services. If you select this, you will get a message that says, "Sorry, there are no locations that offer that service.").

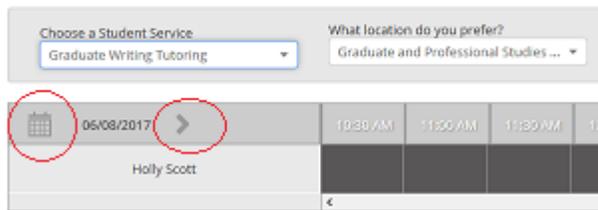
- After you click on the blue button, you have options from a drop-down menu. You can schedule one of three types of tutoring appointments: Graduate Writing Tutoring (this is for in person tutoring), Graduate Writing Tutoring- Email (for email appointments) and Graduate Writing Tutoring- Zoom (for Zoom appointments).

Schedule a Tutoring Appointment



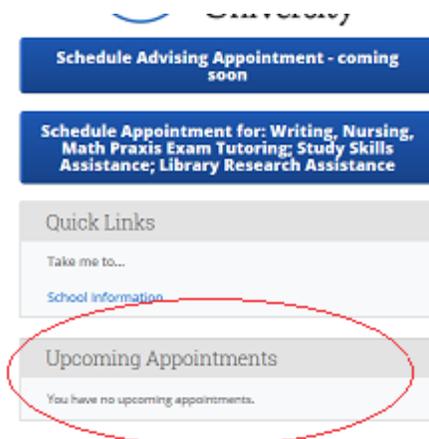
- After you select the type of tutoring appointment, you will reach a screen like this:

Schedule a Tutoring Appointment



You can click on the calendar icon to the left of the date, or on the arrow after the date, to select the day you want. Click under the time you want, and then click “submit” on the box that pops up. If all time slots are grayed out, it means they are already taken or are times when the tutor is not working.

- To cancel: login to SSC, look for “Upcoming Appointments” (on the right, under the blue scheduling button). Click on your upcoming appointment and select a reason for cancellation from the drop-down menu (it will not let you cancel without selecting a reason). Make sure you then click on “cancel appointment” or the cancellation will not go through.



Frequently Asked Questions

How long are appointments? How many can I schedule in a day?

The system only allows you to schedule a half hour at a time, but you may schedule two back-to-back half hours to create an hour appointment. The Writing Center offers half hour or hour appointments only. Please do not schedule more than an hour in any one day. The goal of tutoring is to give you the tools to be your own editor; if there is no time in between appointments, you cannot apply what you learn in one tutoring session to your next paper.

Is there a limit to how many times I can come to the Writing Center in a semester?

You can make as many appointments as you like in a semester. We do limit students to two hours of tutoring per week, but typically only enforce this policy at the end of the semester, when there is a lot of demand for appointments.

Should I schedule an hour or a half hour?

In general, a half hour appointment will be fine for short papers (five pages or less) or a few specific questions (such as how to cite a particular source, help with finding resources for a paper, or brainstorming to get started). An hour is usually best for papers that are more than five pages, although this depends on the student and on the paper. For some students, half an hour will be fine for papers in the 5-8-page range.

For papers that are longer than 12 pages: please contact the tutor to make a plan. You may need to set up two appointments on two different days, or you might want to select one section of the paper for tutoring.

What kind of appointment should I set up: in person, Zoom, or email? What's the difference for each of these appointments?

In-person tutoring is ideal, but we welcome whichever appointment best suits your schedule. Zoom works like Skype, where you and the tutor can meet face to face through the computer. Instructions to download the software to install Zoom are here:

<https://moodle.emu.edu/mod/wiki/viewversion.php?pageid=1285&versionid=10940>

For email appointments, you send the paper to the tutor by the appointment time. The tutor will read, comment, and return the paper to you by the end of the appointment. You can look over the comments when you have time.

Do I need an appointment for email tutoring?

Yes, email appointments still require an appointment.

Do I send the tutor my paper before my appointment? Does the tutor read the paper before we meet?

You do not need to send papers ahead of time. The first time the tutor looks at the paper will be during the appointment, with you. Please be sure to email papers to the tutor before an email or Zoom appointment.

What should I bring to tutoring?

Bring your paper, or a draft, if you have one. Bring the assignment instructions. You can bring these in paper, or on your laptop. There are computers in the Writing Center if you want to access your documents while you are here. We can work with a paper or electronic copy of your paper—whatever works best for you.

What kinds of services does the Writing Center offer?

You can make an appointment at any stage of a project: we're here to brainstorm, provide assistance with study skills, or locating sources, or work on drafts of a paper. We can provide handouts, error logs, and help you identify your writing trouble spots. For professors, the tutor is available to give workshops or orientation for classes or incoming cohorts. We do not proofread or edit papers for students, and we cannot guarantee extensive aid on the day a paper is due.

When is the Writing Center open?

Writing Center hours vary by semester. From the start of the fall semester (late August) until Memorial Day, the Writing Center is open 20 hours a week (which days depends on the tutor's schedule and can change with the semester). Between Memorial Day and the end of August, the Writing Center is open ten hours a week. The Writing Center closes for two weeks at Christmas.

Where is the Writing Center located?

We are on the second floor in the (Ammon) Heatwole House (there are two Heatwole houses on campus), in the Graduate & Professional Studies Department. Heatwole House is on Smith Avenue, across from the Seminary parking lot. See campus map here: <http://www.emu.edu/map/>