When you’re on the Ag Campus and want writing help in any course, any subject, a tutor is closer than ever to you!

Make appointments: https://utk.mywconline.com

Spring 2022
Undergraduate Writing Help
Morgan Hall 226C
Joanna: Tuesdays 12:30-2
Matthew: Wednesdays 10-12
Kelly: Thursdays 9:30-12

Graduate Writing Help
Pendergrass Library
Michael S: Tuesdays 1-3
Hannah S: Fridays 10-12

Look for these tutors’ names for in-person appointments on the Ag Campus.

Many more online appointment times are also available each day, plus in-person appointments in HSS and Hodges Library.

Scan QR Code for How to Make Appointments

Contact us: writingcenter@utk.edu
How to Make an Appointment:

1. Log in at [https://utk.mywconline.com](https://utk.mywconline.com). (First-time users must register for a free WCOnline account.)
2. Select the Undergraduate Writing Help or Graduate Writing Help schedule.
   - **Note:** Look for the tutors listed on the front of this flyer for in-person appointments on the Ag Campus.
3. Change the week as desired. Appointments may be made between 1 minute and 7 days in advance.
4. Choose the time and type of meeting you prefer.
   - **Time:** All appointments listed in Eastern time. Available times shown in white boxes. Adjust the length of the appointment (30 or 60 minutes).
   - **Type of meeting:** Choose in person or online (video)
     - **In-person appointment:** Choose a tutor listed as "In person & online" and select "Schedule in person appointment."
     - **Online appointment:** Either choose a tutor listed as "Online Only" or choose a tutor listed as "In person & online" and select "Schedule online appointment"
5. Answer all requested questions. Provide as much detail as possible about your writing situation and what you’d like help with.
6. Click “Create Appointment.”
7. Mark the appointment in your calendar/planner, including date, time and type of meeting.
8. Read the confirmation and reminder emails you receive. They include important information about how to attend your appointment.

When it’s Time for Your Appointment:

Not sure whether your appointment is online or in-person, or where it’s located?
- Open your appointment box at [https://utk.mywconline.com](https://utk.mywconline.com) and click “Edit appointment.” You will see which box is checked— in person or online. You will also see the location listed there.

For an in-person appointment:
- Do not attend if you have any symptoms of any illness, even if only mild, or are self-isolating or quarantining. Cancel OR switch to an online appointment: open the appointment, click "Edit," and select “Schedule online appointment.”
- Go to the location and check in a few minutes before your appointment time. You may have to wait until the tutor finishes an appointment.
  - Note there are several locations!
  - Directions to Pendergrass Library: [https://writingcenter.utk.edu/pendergrass-directions/](https://writingcenter.utk.edu/pendergrass-directions/)
- Bring a print copy of your document or a device that allows you to send your document digitally to the tutor. We do not handle others’ equipment.
- Wear a mask for in-person appointments. (We will provide if you don’t have one with you.)

For an online appointment:
- Log in a few minutes beforehand at [https://utk.mywconline.com](https://utk.mywconline.com), open your appointment box, and click "Start or Join Online Consultation."
- When the tutor is available they will admit you to the appointment.
- If you’re having trouble connecting, check your UT email for a message or email writingcenter@utk.edu.

Kindly cancel at least 1 hour in advance if you can’t make it. (Not showing up prevents other students from getting help at times you booked but didn't use.) Log in at [https://utk.mywconline.com](https://utk.mywconline.com), click on your appointment, and click “Cancel this Appointment.” If you miss more than 3 times without prior cancelation you will not be able to make future appointments.

Contact us at writingcenter@utk.edu with any questions