In-Person & Online Writing Help for Graduate Students

Would you like some feedback on a paper you're writing for a course, your thesis or dissertation, something you're preparing for publication, or application materials?

Make an in-person or online appointment at: https://utk.mywconline.com

See more details at: https://writingcenter.utk.edu/graduate-student-appointments/

Contact us: writingcenter@utk.edu
To Make an Appointment:

1. Log in at https://utk.mywconline.com. (First-time users must register for a free WCOnline account.)
2. Select one of the following schedules as appropriate for your writing situation:
   - Graduate Student Writing Help
   - ESL Writing Help (if your first or strongest language is not English; up to 90 minutes per week available)
   - Application Materials Help
3. Change the week as desired (top of the screen). Appointments may be made up to seven days in advance.
4. Choose the time and type of meeting you prefer.
   - Time: All appointments are listed in Eastern time. Available times are shown in white boxes. Adjust the length of the appointment.
   - Type of meeting: Choose in person or online (video)
     - In-person appointment:
       - Available for students wearing a mask. Otherwise, make an Online appointment (same service, simply offered online).
       - Choose any tutor listed as "In person & Online" and select “Schedule In Person Appointment." Note the location.
     - 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 in the appointment box that appears (allow pop-ups from WCOnline). Provide as much detail as possible about your writing situation and what you’d like help with.
6. We recommend attaching a document in advance, if possible
7. Click “Create Appointment.”
8. Mark the appointment in your calendar/planner, including date, time, type of meeting, and location.
9. Read the confirmation and reminder emails you receive. They include important information about how to attend.

When it's Time for Your Appointment:

Remember that appointments are listed in Eastern time

If you’re not sure whether you have an in-person or online appointment OR what the location is for an in-person appointment:
- Check the first confirmation email you received—it tells you the type of appointment.
- Or, open your appointment box at https://utk.mywconline.com, click "Edit appointment." You will see which box is checked—in person or online.
- Beside an in-person tutor’s name you will see the location in parentheses; for example, "Hannah S - in person (Hodges Library 209) OR online."

- In-person appointment:
  - Do not attend an in-person appointment 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. (Appointments listed as "In Person & Online" may be switched before the start time.)
  - Go to the location and check in a few minutes before your appointment time. You may have to wait until the tutor finishes an appt.
    - Directions to Pendergrass Library: https://writingcenter.utk.edu/pendergrass-directions/
      - From Joe Johnson Drive., follow River Road south and turn left at the walkway between the first two buildings; pass through the gate; entrance is on the left.
  - Bring a print copy of your document or a device that allows you to send your document digitally to the tutor.
  - Wear your mask.
- Online appointment:
  - Log in a few minutes beforehand at https://utk.mywconline.com, open your appointment box, and click "Start or Join 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 cannot 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, 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: writingcenter@utk.edu