

Writing Help for Undergraduate Students

Would you like some feedback on a paper you're writing in any course, any subject?

Trained tutors are available to talk with you during any stage of the writing process.

If it's writing, we can help!



Make appointments at <https://utk.mywconline.com>

In-person, online (video), and email appointments available.

See more details about our services:

<https://writingcenter.utk.edu>

Contact us: writingcenter@utk.edu



JUDITH ANDERSON HERBERT
WRITING CENTER

How to Make an Appointment:

1. Log in at <https://utk.mywconline.com>. (First-time users must register for a free WOnline account.)
2. Select one of the following schedules, as appropriate for your writing situation:
 - **Undergraduate Writing Help**
 - **ESL Writing Help** (for students whose first or strongest language is not English)
 - **Application Materials Help** (for students working on cover letters, resumes/CVs, personal statements, etc.)
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 are listed in Eastern time. Available times are shown in white boxes. Adjust the length of the appointment.
 - **Type of meeting:** Choose in person, online (video), or email.
 - **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--there are several different places!**
 - **Online (video) appointment:**
 - *Either* choose a tutor listed as "Online Only"
 - *Or* choose a tutor listed as "In person & Online" and select "Schedule Online appointment"
 - **Email appointment:** Choose any tutor listed as "Feedback via Email." (Must attach a document in advance. Keep in mind we provide revision-focused feedback, not proofreading.)
5. Answer all requested questions. Provide as much detail as possible about your writing situation and what you'd like help with.
6. **For EMAIL appointments, you must attach a document BEFORE the appointment start time.** We recommend attaching a document in advance for in-person and online appointments, too.
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 your appointment.

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) OR online."
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- **For an 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: open the appointment, click "Edit," and select "Schedule Online Appointment.")
 - **Double-check the location** and check in a few minutes before your appointment time.
 - You may have to wait until the tutor finishes an appointment.
 - 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 your mask.
 - **For an 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.
 - **For an email appointment:**
 - **Before the start time, attach your document.** (If you don't, there's nothing for us to respond to, and it will be marked as "Missed.")
 - You'll receive feedback about 30 minutes after the appointment start time.

Kindly cancel at least 1 hour in advance if you can't make it, are ill, or can't attach a document in advance for your email appt. **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 cancellation you will not be able to make future appointments.

These instructions are posted at <https://writingcenter.utk.edu/making-and-attending-appointments/>

Contact us at writingcenter@utk.edu