



JUDITH ANDERSON HERBERT
WRITING CENTER

**A writing specialist
will answer your questions
and provide guidance
about any aspect of your
writing in any subject.
We'll talk with you about
what you can do to
revise and improve your
written work.**

**See this semester's hours
and make appointments at
<https://utk.mywconline.com>**

**Select
Veterans Writing Help**

**Other times available by
arrangement with the tutor.**

Writing Assistance for Veteran Students



Contact us: writingcenter@utk.edu

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 the Veterans Writing Help schedule to meet with tutors who have experience working with veteran students.
 - **Note: If you want help at times not listed in the Veterans Writing Help schedule, select another schedule appropriate to your needs (Undergraduate Writing Help, Application Materials Help, ESL Writing Help).**
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 (30 or 60 minutes).
 - Type of meeting: Choose in-person or online (video)
 - In-person appointment: Choose any 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 you have an in-person or online 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.

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 your appointment, click "Edit," and select "Schedule online appointment" (to meet with the same tutor at the original time).
- Go to the Veterans Success Center 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 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>, 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 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>, 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