

# Working on a personal statement, resumé, or other type of application?



## The Judith Anderson Herbert Writing Center can help.

**IN-PERSON & ONLINE APPOINTMENTS**

*<https://utk.mywconline.com>*

**Choose the "Application Materials Help" schedule**

**Help with personal statements, resumé, CVs, cover letters, and any other type of application document.**

<https://writingcenter.utk.edu>



[writingcenter@utk.edu](mailto:writingcenter@utk.edu)

# 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 **Application Materials Help** schedule
3. Change the week as desired (top of the screen). Appointments may be made up to 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-based).
    - **In-person appointment:**
      - 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 WOnline). 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 appointment, 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."
- **For an in-person appointment:**
  - **Double-check the location** and check in a few minutes before your appointment time. You may have to wait until your tutor finishes a previous appointment.
  - Bring a print copy of your document or a device that allows you to send your document digitally to the tutor.
  - Please 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. **It's easy to cancel--OR switch to an online appointment before the start time.** To switch to online, open your appointment, click "Edit," and select "Schedule Online Appointment."
- **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 email for a message or email [writingcenter@utk.edu](mailto: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 at [writingcenter@utk.edu](mailto:writingcenter@utk.edu) if you have any questions.**