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, resumés, CVs, cover letters, and any other type of application document.

https://writingcenter.utk.edu

writingcenter@utk.edu
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 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 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 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](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](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.

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](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 if you have any questions.