

# ESL Writing Help



**In-person and online writing help for students whose first or strongest language is other than English.**

Help for undergraduate  
& graduate students

Up to 90 minutes of help  
available per week

**The Judith Anderson Herbert Writing Center** offers free, 1-to-1 help undergraduate and graduate students whose first or strongest language is other than English.

Our constructive feedback is designed to help students improve their written work and their writing processes.

We work with writers on any type of document, including academic essays for any course, scientific lab reports, literature reviews, abstracts, book reviews, and more. We also help writers with citing sources using APA, MLA, Chicago, and other formats.

If it's writing, we can help!

**Make appointments at:**  
**<https://utk.mywconline.com>**  
**Select the 'ESL Writing Help' schedule**

## 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 **ESL Writing 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 (in person or online).
  - **Time:** All appointments are listed in Eastern time. Available times are shown in white boxes. Adjust the length of the appointment (30, 60, or 90 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 (Hodges Library).
    - **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:

- Check the first confirmation email you received--it tells you the type of appointment.
  - Or, open your appointment box at <https://utk.mywconline.com> and click "Edit appointment": you will see which box is checked--in person or online.
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- For an **in-person appointment**:
    - Go to our location in the Hodges Library a few minutes before your appointment time. You may have to wait until your 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.
    - 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 to <https://utk.mywconline.com>, click on your appointment, and click "Cancel 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)