

In-Person & Online Writing Help for Graduate Students

Would you like some feedback on a paper you're writing for a course, your thesis or dissertation, something you're preparing for publication, or application materials?

Make an in-person or online appointment at:

<https://utk.mywconline.com>

See more details at:

<https://writingcenter.utk.edu/graduate-student-appointments/>

Contact us: **writingcenter@utk.edu**



JUDITH
ANDERSON
HERBERT
WRITING CENTER



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:
 - **Graduate Student Writing Help**
 - **ESL Writing Help** (if your first or strongest language is not English; up to 90 minutes per week available)
 - **Application Materials Help**
3. Change the week as desired (top of the screen). Appointments may be made up to seven 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 or online (video)**
 - **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 meeting**, 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 220F) OR online."
- **In-person appointment:**
 - **Double-check the location** and check in a few minutes before your appointment time.
 - You may have to wait until the tutor finishes their 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."
- **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.

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: writingcenter@utk.edu