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
To Make an Appointment:

1. Log in at https://utk.mywconline.com. (First-time users must register for a free WCOnline 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 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 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.

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