

# Writing Help for Undergraduate Students

**If it's writing, we can help!**

**One-to-one feedback on papers you're writing in any course, any subject.**

**Trained tutors are available to talk with you during any stage of the writing process.**



**Make appointments at:**

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

**In-person, online, and email appointments available.**

**Visit our website:**

**<https://writingcenter.utk.edu>**

**Contact us: [writingcenter@utk.edu](mailto:writingcenter@utk.edu)**



JUDITH ANDERSON HERBERT  
WRITING CENTER

# How 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 writing help schedules that's appropriate for your writing situation. (Undergraduate Writing Help, Application Materials Writing Help, ESL Writing Help, etc.)
3. Change the week as desired. Appointments may be made between 1 minute and 7 days in advance.
4. Choose the **time** and **type of meeting** you prefer.
  - **Time:** Available times are shown in white boxes. Adjust the length of the appointment (30 or 60 minutes). All times are Eastern.
  - **Type of meeting:** Choose in person, online, or email.
    - **In-person:**
      - Choose any tutor listed as "In person & Online" and select "Schedule In Person Appointment." **Note the location--there are several different places!**
    - **Online:**
      - *Either* choose a tutor listed as "Online Only," OR
      - Choose a tutor listed as "In person & Online" and select "Schedule Online appointment"
    - **Email:** Select only when you have a completed draft.
      - Choose any tutor listed as "Feedback via Email."
      - **You must attach a document in advance.** Keep in mind we provide revision-focused feedback, not proofreading.
5. Answer all requested questions with as much detail as possible.
6. Click "Create Appointment."
7. **Mark the appointment in your calendar/planner, including date, time, type of meeting, and location.**
8. Read the confirmation and reminder emails you receive. They include important information about how to attend your appointment.

## When it's Time for Your Appointment:

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>, and 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, "Michael S - in person (Hodges Library) 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 from your tutor, or email [writingcenter@utk.edu](mailto:writingcenter@utk.edu).

### Email appointment:

- **Before the start time, attach your document.** If you don't, there's nothing for us to respond to, and the appointment will be marked as "Missed."
- You'll receive feedback about 30 minutes after the appointment start time.

Kindly cancel at least 1 hour in advance if you can't make it, are ill, or can't attach a document in advance for your email appt. **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)