



JUDITH ANDERSON HERBERT
WRITING CENTER

Writing Consultations for Veteran Students

Veterans helping Veterans



Nathaniel

**Make an
appointment
with a veterans
writing help
specialist**



Amber

<https://UTK.MyWCOOnline.com>

Undergraduate Writing Help Schedule

Mondays

12:45-2:15pm

Nathaniel

**Veterans Success
Center, Hodges
Library G020**

*Please walk in if Nathaniel
is not with someone.*

Tuesdays

1:30-3:00pm

Nathaniel

online

Wednesdays

12:00-12:45pm

Amber

**Veterans Success
Center, Hodges
Library G020**

*Please walk in if Amber
is not with someone.*

How to Make an Appointment

(You can walk in during the consultants' in-person hours if they are not with someone.)

1. Log in at <https://UTK.MyWCOOnline.com>. (First-time users must register for a free WCOOnline account.)
2. Select the Veterans Writing Help schedule to meet with either Nathaniel or Amber, writing consultants who are experienced working with veterans.
 - Note: If you want help at times not listed in the Veterans Writing Help schedule, select another schedule appropriate to your needs: Undergraduate Writing Help, Application Materials Help, EAL Writing Help.
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: All appointments are listed in Eastern time. Available times are shown in white boxes. Adjust the length of the appointment--45 or 90 minutes.
 - Type of meeting: Choose in-person or online.
 - **In-person appointment:** Choose any consultant listed as "In person & online" and select "Schedule in person appointment."
 - **Online appointment:** Either choose a consultant listed as "Online Only" or choose a consultant listed as "In person & online" and select "Schedule online appointment"
5. Answer all requested questions. Provide as much detail as possible about your writing situation and what you'd like help with.
6. Click "Create Appointment."
7. Mark the appointment in your calendar/planner, including date, time, and type of meeting.
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

Not sure whether you have an in-person or online appointment? Open your appointment box at <https://UTK.MyWCOOnline.com> and click "Edit appointment." You'll see which box is checked--in person or online.

For an in-person appointment:

- Go to the Veterans Success Center and check in a few minutes before your appointment time. You may have to wait until the writing consultant finishes an appointment.
- Bring a print copy of your document or a device that allows you to share your document digitally with the consultant.
- Please do not attend an in-person appointment if you have any symptoms of any illness (even if only mild). **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.MyWCOOnline.com>, open your appointment box, and click **"Start or Join Online Consultation."**
- When the consultant 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 in advance if you can't make it. (Not showing up prevents other students from getting help at times you booked but didn't use.) Log in at <https://UTK.MyWCOOnline.com>, click on your appointment, and click "Cancel this Appointment." Missing more than 3 times without prior cancelation will affect your ability to make future appointments.

Contact us at writingcenter@utk.edu with any questions