How to Schedule an Appointment
with the CSU Writing Center

Swipe to begin the tutorial
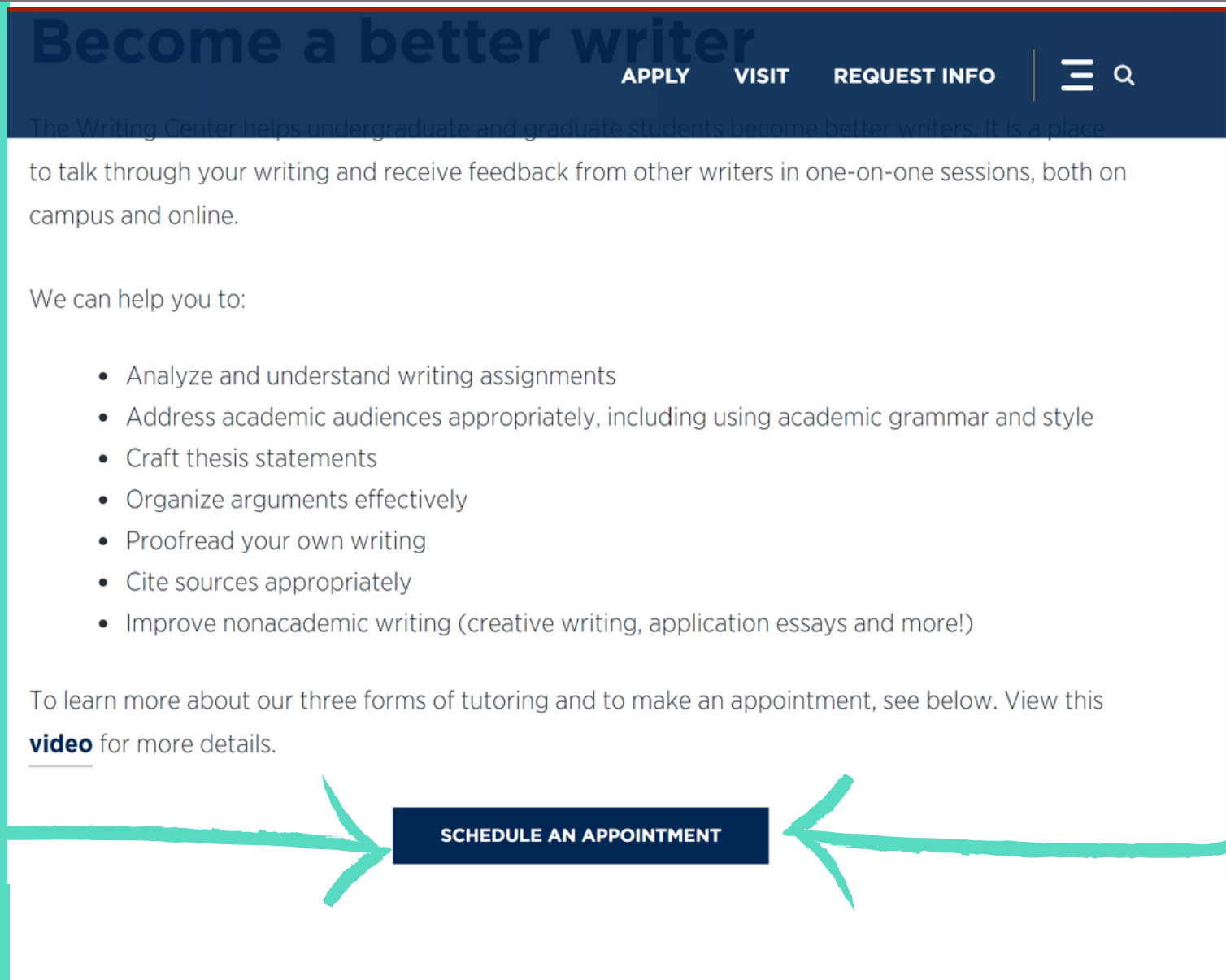
If you are unfamiliar with the CSU Writing Center, you may want to read the introductory information and watch the video.

Then, scroll down until you see the navy button that says "Schedule an Appointment"

Become a better writer

APPLY   VISIT   REQUEST INFO

The Writing Center helps undergraduate and graduate students become better writers. It is a place to talk through your writing and receive feedback from other writers in one-on-one sessions, both on campus and online.

We can help you to:

- Analyze and understand writing assignments
- Address academic audiences appropriately, including using academic grammar and style
- Craft thesis statements
- Organize arguments effectively
- Proofread your own writing
- Cite sources appropriately
- Improve nonacademic writing (creative writing, application essays and more!)

To learn more about our three forms of tutoring and to make an appointment, see below. View this **video** for more details.

SCHEDULE AN APPOINTMENT

Clicking the button will take you to WC Online.

TIP: You may want to bookmark this page on your computer so that you can come back to it easily. You will need to log in to WC Online to schedule and modify any appointment as well as to join Online Appointments or upload files for Online and eTutoring Appointments.

Charleston Southern University

First visit? Register for an account.
Returning? Log in below.

bucmail@csustudent.net

Password

AVAILABLE SCHEDULES

⦿ **Spring 2020**

○ Fall 2019

Check box to **stay logged in**: ☐ ❓

LOG IN

Having trouble logging in?
Reset your password.

URL for WC Online:
https://csuniv.mywconline.com/

If you've been to the CSU Writing Center before, then you probably have an account (even if you don't recall logging into it). Try logging in with your CSU student email and your best guess at the password you would have chosen. If that fails, attempt to "Reset your password" before you try to register for a new account.

If you don't already have an account, then "Register for an account" using your CSU Student Email. There will be a short form to fill out, and then you will be able to log in.

Once you've created your WC Online account, you can log in and schedule an appointment.

The day and time appear across the top. Tutors' names appear along the left side. Find a white box that fits a day, time, and tutor that you would like to schedule your appointment with.

Note: Light blue means that someone else has scheduled an appointment with that tutor at that time, gray means that the appointment time has passed, and white means that an appointment is currently available.

Schedule an appointment through WC Online!

To schedule future appointments:

- For appointments less than a week in the future, simply scroll down to the desired day and select an available appointment.
- For appointments a week or more in the future, go to the top of the screen and click "NEXT WEEK" until you get to the desired week. You can also use the calendar icon to jump to the desired day.

Note: The current day of the week determines the starting point for future weeks. For example, I took this screenshot on a Tuesday, so every week in the schedule started with a Tuesday and ended with the next Monday.

Create New Appointment

Appointment Date
Tuesday, March 24, 2020: [1:00pm ⌄] to [1:30pm ⌄]

Staff or Resource
Lydia (Spring 2020)

APPOINTMENT LIMITS: Appointments must be between 30 minutes and 1 hour in length.
Hello there! I am so excited to be working with you. I love to read and write, and I have a cat named Tigerlily. I'm from the upstate, but I love it here in Charleston. I hope our session will be an encouraging learning experience. You can do this!

Meet Online?

⦿ Yes. Schedule **eTutoring** appointment.
 If you choose an eTutoring appointment, upload your paper after making this appointment. Then, watch your email for notification that your appointment has been modified or that someone has responded to your paper.

◯ Yes. Schedule **Online** appointment.
 If you choose an online appointment, log back in to this website approximately five to ten minutes before the start of your appointment. Then, open this appointment and click "Start or Join Online Consultation."

When you click on an available slot (white box on the schedule), a new window will open with a form to fill out. At the top of the form, check that the day and time matches your desired appointment.

Note: The automatic appointment length is 30 minutes, so each white box represents 30 minutes. If a tutor is available for longer than that (multiple white boxes in a row), then you can schedule the appointment for one hour by changing the time when you create the appointment. For example, I could use the dropdown box to change 1:30pm to 2:00pm so that the appointment time would be 1:00pm to 2:00pm.

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The next information on the form (below the tutor's short bio) is the type of appointment. Usually, the default is face-to-face tutoring; however, when Online and eTutoring are available, those options appear. After carefully reading the description of each, select either Online or eTutoring.

Note: For Online Tutoring, you will need to be available during the scheduled appointment time. You will connect with your tutor during the scheduled appointment via WC Online. For eTutoring, you do not need to be available during the scheduled appointment time, and you will not be able to interact with your tutor.

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If you choose an online appointment, log back in to this website approximately five to ten minutes before the start of your appointment. Then, open this appointment and click "Start or Join Online Consultation."
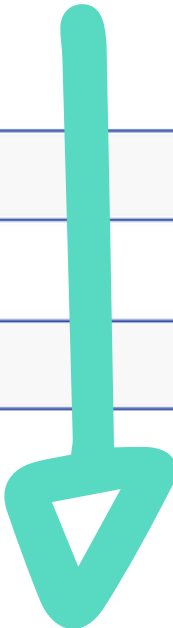
Questions marked with a * are required.

Course *

Course Instructor *

What kind of assignment are you working on? (check all that apply) *
☐ discussion board post
☐ literary analysis
☐ rhetorical analysis
☐ narrative
☐ proposal

Scroll down and fill out the entire form to the best of your ability. If you are making the appointment in advance, put your best guess about how much you will have completed by the appointment. You can always log in and change this later.

Note: Try to be specific about what you want the tutor to focus on. There is rarely enough time to consider everything. If you want help with specific issues like citation format, your thesis, grammar, then put that in your goals for the appointment. This is especially important for eTutoring.

At the bottom of the form, you will see a place for the assignment's instructions. Enter your professor's instructions for the paper.

Then, if you have selected Online or eTutoring, attach your paper.

If you're selecting online tutoring or eTutoring, please paste or type the assignment's instructions here:

📁 **This schedule supports file attachments.** To attach a file to this appointment, use the options below. **File attachments must be 1MB or less and in one of the following formats: .doc, .docx, .numbers, .odt, .pages, .pdf, .rtf, .txt, .wpd, .wps, .xls, or .xlsx.**

File #1   **Document Title**

Browse...

File #2   **Document Title**

Browse...

File #3   **Document Title**

Browse...

CREATE APPOINTMENT   CLOSE WINDOW

Note: Microsoft Word files are often easiest for our tutors to access.
For eTutoring: During your scheduled appointment time, the tutor will make comments on the paper and return it to you via email.
For Online Tutoring: During your scheduled appointment, the tutor will meet with you virtually via WC Online to give feedback through a shared screen on which the text of the paper will be pasted.

Once you've created your appointment, you can log in and view it. Click on the box for your appointment (it may be a strange color such as yellow). A new window will open with the information you filled out.

Note: This allows you to modify the appointment or cancel it. This is also how you join an Online Tutoring appointment.