

# Writing Center Guide

## What is the Writing Center?

The Writing Center is a place where you can receive feedback and advice about how you can improve your writing. We won't \*fix\* your essays--we're not editors, we're teachers who are here to help you learn how to be a stronger, more confident and effective writer for school and career. Our friendly experts will coach you through the process of drafting and revising essays, reports, presentations, personal statements for professional and graduate school—anything where clear written communication is important. We can help you with everything from presentation of ideas, to citation style, to grammar errors. Even before you start writing, the tutors are happy to discuss your ideas for a paper.

## Where is it located?

The Center is located in White Hall 400 on the Boston campus. Appointments are also available online for students who are noted located at the Boston campus.

## Who are the Tutors?

The tutors are writing instructors at MCPHS and other local universities who love talking with students about writing!

## Book Ahead!

You are able to book an appointment for any time during the semester. The Writing Center tends to get fully booked at busy points in the semester, so booking at least a week in advance is recommended if you know you have a deadline approaching.

## What to Bring?

Bring a hard copy of your paper to your appointment, along with your assignment sheet. You may also bring articles or other subject matter. Appointments go most smoothly when you have specific questions about your paper. The tutors do not “proofread” so you will be an active participant in your appointment, answering questions about your paper and revising sections of your writing. Be prepared!

## No Show Penalty

If you are late to an appointment, you have a 15 minute grace period. After 15 minutes you lose the reservation and are marked as a No Show. If you No Show twice, you are blocked from using the Writing Center services for the rest of the semester *except as a Walk-In*.

To avoid becoming a No Show, be sure to cancel an appointment if you no longer want your reserved time. You can cancel or modify your appointment up to an hour before the scheduled reservation by clicking on your appointment and making the needed changes to the form. If you know that you will be late to an appointment, note that in the “What Would You Like to Work On?” field.

## How can I make an appointment?

1. The first step is to Register for an account at <https://mcphs.mywconline.com> using your university email address.

### University Learning Network/Tutoring Programs

**First visit?** Register for an account.

**Returning?** Log in below.

#### AVAILABLE SCHEDULES

- **Writing Center Summer 2019**
- BIO 152: Bio. Princ. II (Summer 2019)
- BIO 210: Anatomy & Phys.II (Summer 2019)
- BIO 255: Med.Microbiology (Summer 2019)
- CHE 132: Chem. Princ. II (Summer 2019)
- CHE 232: Organic Chem. II (Summer 2019)
- Dental Hygiene Courses (Summer 2019)
- DHY Professional Tutoring (Summer 2019)

#### ***Welcome to University Learning Network (ULN)***

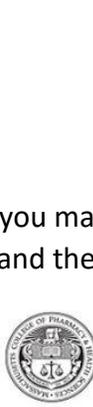
WOnline is a convenient way to sign up for tutoring sessions with the Writing Center, Peer Tutoring, Math & Physics Center and English Language Resource Center. If this is your first time using WOnline, please follow the steps listed on the left side of the page.

Once you are registered, you can begin signing up for sessions according to availability.

If you have trouble logging in because your account has already been deactivated, please email: [uln@mcphs.edu](mailto:uln@mcphs.edu) for further assistance.

#### **FYI's:**

- The ULN follows campus closures due to holiday observances and/or inclement weather.
- White blocks indicate available tutoring times.
- If you need to modify or delete your appointment, please do so **6 hours prior** by clicking on your existing appointment.
- Since appointments book quickly with our elite Writing Center team, we offer a waitlist for that Center specifically.
  - Students can sign up for the waiting list, choosing a specific appointment time they would like. As soon as an appointment is canceled (unless it is at a past time), students on the waiting list are notified of the opening and the appointment can be picked up on a first-come first-serve basis.



MCPHS UNIVERSITY

- Once you have registered, you may log into the Writing Center Schedule. You will see a screen showing the tutors and their availability:

WELCOME, SAMMY ▾										
July 8 - July 14, 2019 Writing Center Summ ▾										
◀ PREVIOUS WEEK   CURRENT WEEK   NEXT WEEK ▶										
HELP?										
Jul. 8: Monday	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm
Rachel Schneider FACE-TO-FACE & ONLINE										
Anne Champion FACE-TO-FACE & ONLINE										
WAITING LIST: JULY 8, 2019										
Jul. 9: Tuesday	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm
Anne Champion FACE-TO-FACE & ONLINE										
WAITING LIST: JULY 9, 2019										
Jul. 10: Wednesday	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm
Caitlin Lee ONLINE ONLY										
Rachel Schneider FACE-TO-FACE & ONLINE										
WAITING LIST: JULY 10, 2019										

Appointments are hour-long blocs. You can select future weeks at the top of the page, under the current date range.

Available appointments are white, taken appointments are blue (face-to-face) or red (online), and orange are your appointments.

- To make an appointment, click on a white box. You will see an appointment form:

## Create New Appointment

**Appointment Date**  
 Monday, July 8, 2019:  to

**Staff or Resource**  
 Rachel Schneider (Writing Center Summer 2019)

**APPOINTMENT LIMITS:** Appointments must be 1 hour in length.  
**STAFF/RESOURCE EMAIL:** rachel.schneider@mcphs.edu

**Meet Online?**

- No. Meet **face-to-face** at the center.
- 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."

Questions marked with a \* are required.

**Course \***

**Instructor \***

**What would you like to work on? Please be as specific as possible. \***

Fill in your course, instructor, and what you would like to work on (ex: MLA citations; organization of a critique paper; personal statement for SURF application). You also have the option to meet face-to-face or online.

Then click: **SAVE APPOINTMENT**

You may modify your appointment at any time by clicking on the scheduled block and selecting "Edit Appointment" at the bottom of the appointment form.

4. If there isn't an appointment available at a time that you are free, you have two options:
  - a. A Walk-In Appointment. If someone "No Shows" (does not show up to a scheduled appointment) we will take a "walk-in" at fifteen minutes past the hour, no previous appointment necessary.
  - b. Waitlist. Each day's schedule has a link to the Waitlist in the lower right:

Jul. 8: Monday	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm
Anne Champion FACE-TO-FACE & ONLINE										
Rachel Schneider FACE-TO-FACE & ONLINE										

WAITING LIST: JULY 8, 2019

## WAITING LIST ✕

**The waiting list allows you to be notified of an opening in the schedule for appointments on July 8, 2019.** Once you've joined the waiting list, you'll receive a notice when an appointment becomes available.

**Waiting list notifications can be sent via text message or email.** To receive text messages, ensure that you have your 'Text Messaging Preferences' set in your profile.

**Limit to a specific staff or resource?**

No. Notify me of any opening. ▼

**Limit based on starting time?**

9:00am or later appts. ▼

**Limit based on ending time?**

2:00pm or earlier appts. ▼

JOIN WAITING LIST

You can request a specific tutor and a specific timeframe when you are available. If an appointment slot becomes available, **everyone** on the waitlist is notified and the first person to sign into the system can book the appointment. **\*You are not automatically registered for the appointment—you still must manually sign in\***

5. Once you have successfully made the appointment, you will receive a confirmation email. You will also receive a reminder email the evening before you appointment.

## Online Appointments

If you are unable to come to campus for an in-person appointment, you may have the option of choosing an Online Appointment. These appointments require access to a desktop or laptop computer with a strong internet connection. Not all tutors offer the option for Online Appointments, so plan ahead to ensure that you can schedule to meet online.

Because the Online Appointment system removes most formatting, we do not recommend Online Appointments for discussing résumés, citations, and other documents where formatting is a central concern.

To Make an Online Appointment:

1. If you have chosen a tutor who conducts Online Appointments, in the middle of the appointment form you will see the question "Meet Online?"

## View Existing Appointment

**Appointment Date**

Monday, July 8, 2019  
10:00am to 11:00am

**ONLINE**

CREATED: Jul. 3, 2019 11:45am by Sammy Sample

**Staff or Resource**

Rachel Schneider (Writing Center Summer 2019)

**STAFF/RESOURCE EMAIL:** rachel.schneider@mcphs.edu

**MEET ONLINE? ONLINE**

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."

**START OR JOIN ONLINE CONSULTATION**

**Course**

BIO 440

**Instructor**

Dr. Wade

**What would you like to work on? Please be as specific as possible.**

Synthesizing journal articles and APA

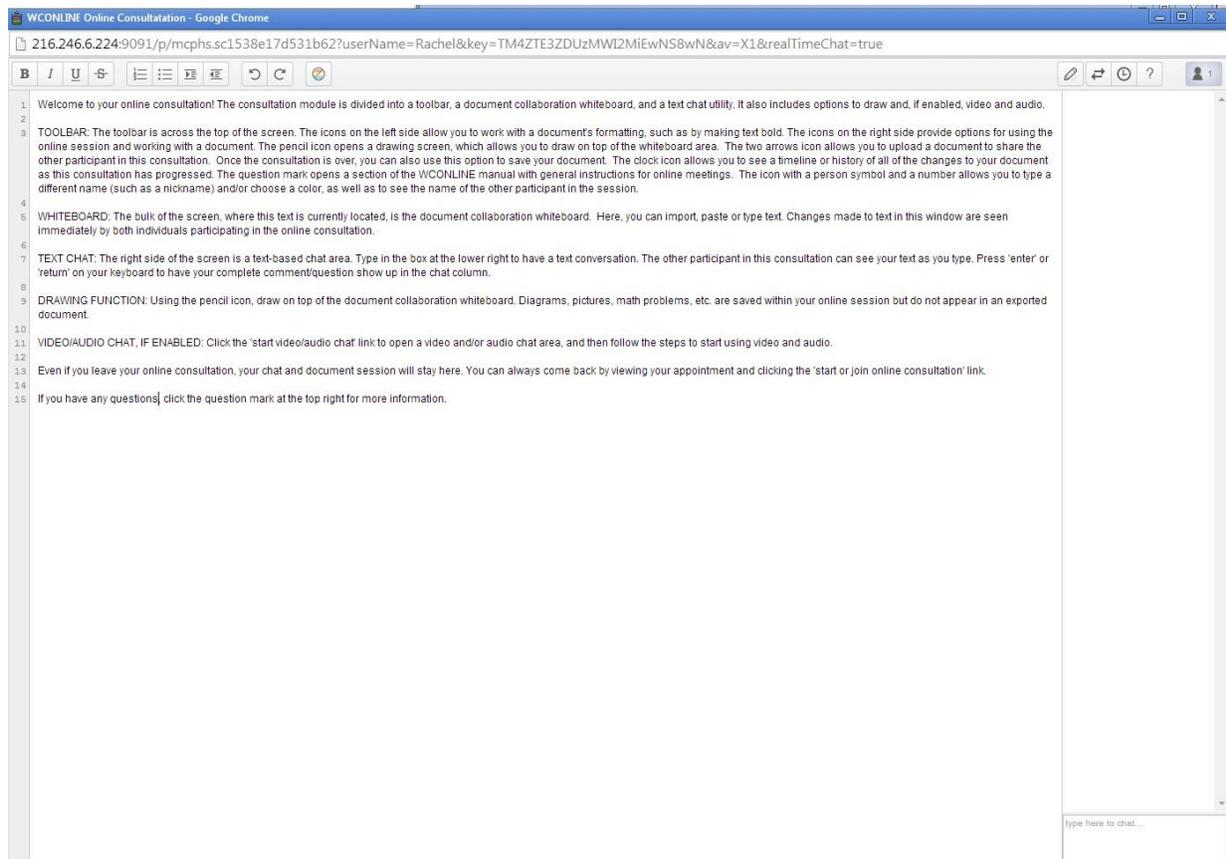
 **This schedule supports file attachments.** To attach a file to this appointment, click 'Edit' below.

CLOSE WINDOW

EDIT APPOINTMENT

CANCEL APPOINTMENT

2. Approximately five minutes before your appointment, log back into the appointment schedule and open your appointment. Click on the purple "Start or Join Online Consultation" link in the center of the appointment form (pictured above)
3. A new window or tab will open. On the left will be a large text editing space in which you may paste a copy of your writing. To the right is a narrow column that allows you to chat with the tutor.



The Online Appointment follows the same pattern as Face-to-Face appointments. The tutor will ask about your assignment and your concerns with your writing. The tutor will highlight areas to change in your paper and use the chat box to discuss concerns with your paper.

The user can access the chat text and changes to the essay until the end of the semester. To access the appointment, simply follow Step 2 above.