# 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 <u>https://mcphs.mywconline.com</u> using your university email address.

## University Learning Network/Tutoring Programs

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

sammy.sample@stu.mcphs.edu

Password

#### 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)

WCOnline 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 WCOnline, 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 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
   <u>6 hours prior</u> 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.

2. 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	AMMY ▼ July 8 - July 14, 2019 Writing Center Sumn ▼ APREVIOUS 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							6			
Anne Champion FACE-TO-FACE & ONLINE										
									WAITING L	IST: JULY 8, 20
Jul. 9: <b>Tuesday</b>	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 L	IST: JULY 9, 20
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					10 	*	*			

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.

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

Create No	ew Ap	pointme	ent
-----------	-------	---------	-----

ppointment Date	
/londay, July 8, 2019:	10:00am • to 11:00am •
<b>taff or Resource</b> Rachel Schneider (Wr	iting Center Summer 2019)
APPOINTMENT LIMITS: Ap STAFF/RESOURCE EMAIL: r	pointments must be 1 hour in length. achel.schneider@mcphs.edu
Meet Online?	
No. Meet face-to-fa	ce at the center.
Yes. Schedule Onlin If you choose an online of your appointment. Ti	e appointment. appointment, log back in to this website approximately five to ten minutes before the start
	en, open this appointment and dick "start or join Unline Consultation."
uestions marked with a * are i	en, open tnis appointment and click -start or join Unline Consultation."
ourse * BIO 440	en, open tnis appointment and dick -start or join Unline Consultation."
ouestions marked with a * are to to the second seco	en, open tnis appointment and dick -start or join Unline Consultation."
uestions marked with a * are to course * BIO 440 nstructor * Dr. Wade	equired.
uuestions marked with a * are r iourse * BIO 440 nstructor * Dr. Wade	en, open this appointment and click: start or join Unline Consultation." equired. ork on? Please be as specific as possible. *
uestions marked with a * are iourse * BIO 440 nstructor * Dr. Wade Vhat would you like to w Synthesizing journa	equired. equired. ork on? Please be as specific as possible. * 1 articles and <u>APA</u>
Iuestions marked with a * are iourse * BIO 440 nstructor * Dr. Wade Vhat would you like to w Synthesizing journa	en open this appointment and clox: start or join Unline Consultation." equired. ork on? Please be as specific as possible. * 1 articles and <u>APA</u>

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										
Rachel Schneider FACE-TO-FACE & ONLINE						12	6.0		-	
						01			WAITING L	IST: JULY 8, 20

WAITING LIST						
The waiting list allows you to be schedule for appointments on Ju waiting list, you'll receive a notice available.	notified of an opening in the uly 8, 2019. Once you've joined when an appointment becomes	the				
Waiting list notifications can be To receive text messages, ensure t	sent via text message or ema that you have your 'Text Messag	i <b>il.</b> ;ing				
Preferences' set in your profile.	rce?					
Preferences' set in your profile. Limit to a specific staff or resou No. Notify me of any opening.	rce?	•				
Preferences' set in your profile. Limit to a specific staff or resou No. Notify me of any opening. Limit based on starting time?	rce?	•				
Preferences' set in your profile. Limit to a specific staff or resou No. Notify me of any opening. Limit based on starting time? 9:00am or later appts.	rce? Limit based on ending time 2:00pm or earlier appts.	•				
Preferences' set in your profile. Limit to a specific staff or resou No. Notify me of any opening. Limit based on starting time? 9:00am or later appts.	rce? Limit based on ending time 2:00pm or earlier appts.	• ? •				

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

ONLINE

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

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

Staff or Resource

Rachel Schneider (Writing Center Summer 2019)

If you choose an online appointm before the start of your appointm Consultation."	ent, log back in to this website approximately five to ten minutes ent. Then, open this appointment and click "Start or Join Online
ST/	RT OR JOIN ONLINE CONSULTATION
ourse	
10 440	
structor	
r. Wade	
/hat would you like to work on? F ynthesizing journal articles	lease be as specific as possible. and APA
This schedule supports file	attachments. To attach a file to this appointment, click 'Edit' belo

- 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.

B WCONLINE Online Consultation - Geogle Chrome						
216.246.6.224:9091/p/mcphs.sc1538e17d531b62?userName=Rachel&key=TM4ZTE3ZDUzMWI2MiEwNS&wN&av=X1&realTimeChat=true						
	1	0 4	≠ ©	?	21	Ī
1 Welcome to your online consultation! The consultation module is divided into a toolbar, a document collaboration whiteboard, and a text chat utility. It also includes options to draw and, if enabled, video and aud	lio.				-	
a TOOLBAR: The toolbar is across the top of the screen. The icons on the left side allow you to work with a document's formatting, such as by making text bold. The icons on the right side provide options for using online session and working with a document. The pencil icon opens a drawing screen, which allows you to work with a document is formatting. The two arrows icon allows you to upload a document to share the other participant in this consultation. Che the consultation is over, you can allow use this option to save your document. The took icons of the dranges to your docum as this consultation thas progressed. The question mark opens a section of the ViCONLIVE manual with penceral instructions for online meetings. The icon with a person symbol and a number allows you to your docum as this consultation thas progressed. The question mark opens a section of the ViCONLIVE manual with penceral instructions for online meetings. The icon with a person symbol and a number allows you to you docum as this consultation. Che cho choose a coir, as well as to see the name of the other participant in this conditions that person symbol and a number allows you to the section.	; the 1e ient pe a					
WHITEBOARD: The bulk of the screen, where this text is currently located, is the document collaboration whiteboard. Here, you can import, paste or type text. Changes made to text in this window are seen immediately by both individuals participating in the online consultation.						
TEXT CHAT: The right side of the screen is a text-based chat area. Type in the box at the lower right to have a text conversation. The other participant in this consultation can see your text as you type. Press 'enter 'return' on your keyboard to have your complete comment/question show up in the chat column.	r' or					
9 DRAWING FUNCTION: Using the pencil icon, draw on top of the document collaboration whiteboard. Diagrams, pictures, math problems, etc. are saved within your online session but do not appear in an export document.	ted					
VIDEO/AUDIO CHAT, IF ENABLED: Click the 'start video/audio chat' link to open a video and/or audio chat area, and then follow the steps to start using video and audio.						
Even if you leave your online consultation, your chat and document session will stay here. You can always come back by viewing your appointment and clicking the 'start or join online consultation' link.						
14 If you have any questions click the question mark at the top right for more information.						
	1	type he	re to cha	t		
The Online Appointment follows the same pattern as Face-to-Face appointments. The	tut	or	wil	ll as	k	

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.