SCHEDULING YOUR OWN WRITING SESSION

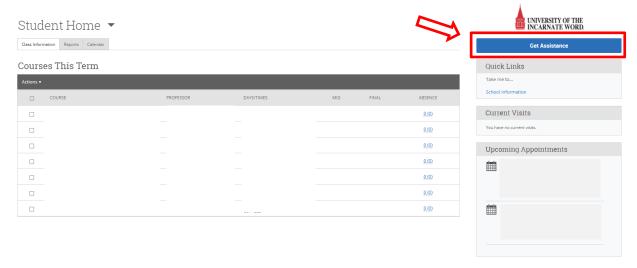
UIW Writing and Learning Center

UIW undergraduate students can schedule their own writing sessions with the WLC. To schedule, log into GoUIW (go.uiw.edu), open the <u>EAB</u>

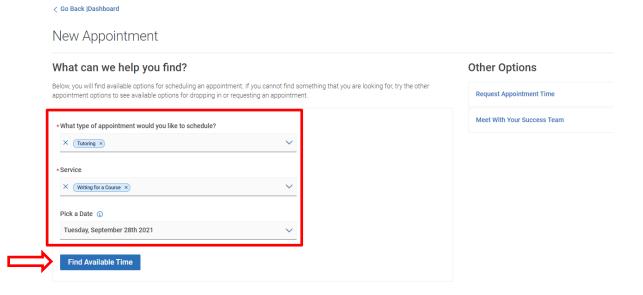
<u>Navigate</u> app from the "Quicklinks" card at the top, and follow the steps below:



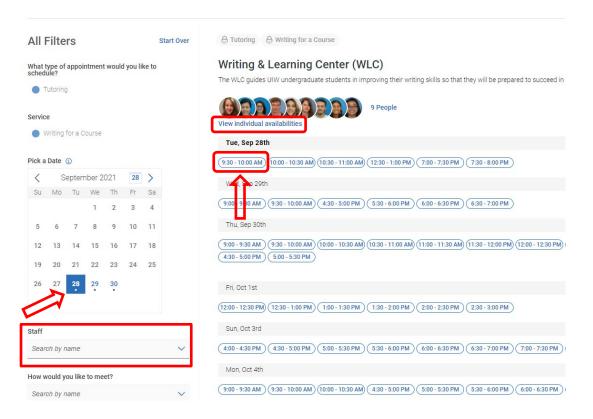
1. From the Navigate homepage, click the "Get Assistance" option.



2. Using the drop-down menus, select the type of appointment (tutoring), service (writing for a course or writing not for a course), and date you would like the session (date can be adjusted on next screen). Click the "Find Available Time" option.



3. Choose a day and time that work for you. **Note:** If you're wanting to work with a specific tutor, select "View individual availabilities" first, or use the "Staff" drop-down.



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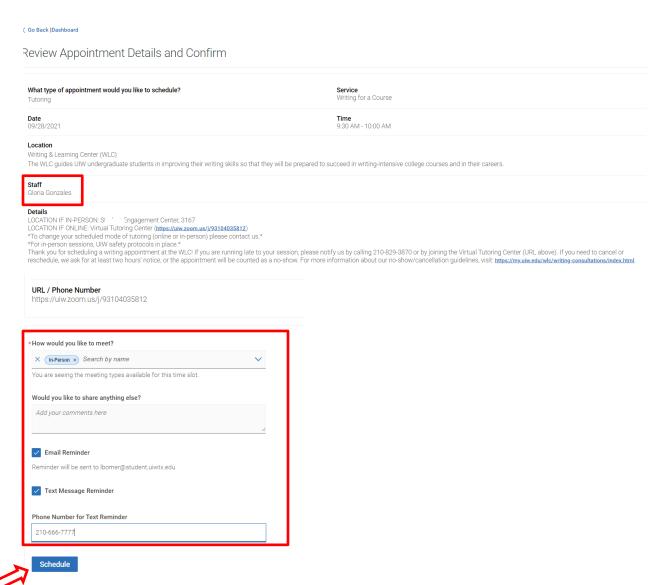
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4. Review the appointment details on the confirmation page. Make special note of the tutor ("Staff"), as you will need the name if you'd like to extend the appointment length. Then, scroll down to fill in the remaining options (meeting type, comments if applicable, and whether you'd like a reminder for the appointment). Click "Schedule."



5. Extending the appointment time to an hour: Self-scheduled appointments can only be set in 30-minute increments, but you're welcome to extend your appointment length by repeating the process above (availability permitting). Before extending an appointment, make note of the tutor you scheduled with originally and select their specific availability (step 3) to ensure you are with the same person for the full 60 minutes. In case the same tutor is unavailable for the second half-hour, you may need to work with another tutor for

that part of the session or return at a different time for another appointment. Please call us directly if you have any questions at (210) 829-3870.

Appointment policy: You may schedule up to <u>two</u> hours of writing assistance ahead of time. After you attend one of the sessions, you are welcome to schedule additional time and continue the process as needed. We encourage you to keep coming back as much as you like.