

SCHEDULING YOUR OWN WRITING/READING SESSION

UIW Writing
and Learning
Center

UIW undergraduate students can schedule their own writing/reading sessions with the WLC. To schedule, log into GoUIW (go.uiw.edu), open the **EAB Navigate** app from the “Quicklinks” card at the top, and follow the steps below:



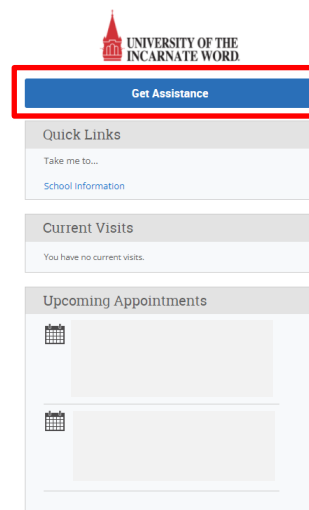
1. From the Navigate homepage, click the “Get Assistance” option.

Student Home ▾

Class Information Reports Calendar

Courses This Term

Actions ▾						
☐	COURSE	PROFESSOR	DAYS/TIMES	MID	FINAL	ABSENCE
☐		—	—			0.00
☐		—	—			0.00
☐		—	—			0.00
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2. Using the drop-down menus, select the type of appointment (tutoring), service (Writing for a Course, Writing not for a Course, or Strategic Reading), and date you would like the session (date can be adjusted on next screen). Click the “Find Available Time” option.

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New Appointment

What can we help you find?

Below, you will find available options for scheduling an appointment. If you cannot find something that you are looking for, try the other appointment options to see available options for dropping in or requesting an appointment.

* What type of appointment would you like to schedule?

Tutoring

* Service

Writing for a Course

Pick a Date

Tuesday, September 28th 2021

Other Options

[Request Appointment Time](#)

[Meet With Your Success Team](#)

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.

The screenshot shows the 'All Filters' sidebar on the left and the main scheduling area on the right. In the sidebar, the 'What type of appointment would you like to schedule?' section has 'Tutoring' selected. The 'Service' section has 'Writing for a Course' selected. The 'Pick a Date' calendar shows September 2021, with the 28th highlighted. A red box highlights the 'Staff' dropdown menu, which has a search bar and a dropdown arrow. A red arrow points from the 'Staff' dropdown to the 'View individual availabilities' link in the main area. The main area shows the 'Writing & Learning Center (WLC)' header, a row of 9 tutor avatars, and a 'View individual availabilities' link. Below this, the schedule is displayed by day: Tue, Sep 28th; Wed, Sep 29th; Thu, Sep 30th; Fri, Oct 1st; Sun, Oct 3rd; and Mon, Oct 4th. Each day has a row of time slots. The 9:30 - 10:00 AM slot on Tuesday is highlighted with a red box, and a red arrow points to it from the 'View individual availabilities' link.

All Filters [Start Over](#)

[Tutoring](#) [Writing for a Course](#)

Writing & Learning Center (WLC)
The WLC guides UIW undergraduate students in improving their writing skills so that they will be prepared to succeed in

9 People

[View individual availabilities](#)

Tue, Sep 28th

9:30 - 10:00 AM 10:00 - 10:30 AM 10:30 - 11:00 AM 12:30 - 1:00 PM 7:00 - 7:30 PM 7:30 - 8:00 PM

Wed, Sep 29th

9:00 - 9:30 AM 9:30 - 10:00 AM 4:30 - 5:00 PM 5:30 - 6:00 PM 6:00 - 6:30 PM 6:30 - 7:00 PM

Thu, Sep 30th

9:00 - 9:30 AM 9:30 - 10:00 AM 10:00 - 10:30 AM 10:30 - 11:00 AM 11:00 - 11:30 AM 11:30 - 12:00 PM 12:00 - 12:30 PM
4:30 - 5:00 PM 5:00 - 5:30 PM

Fri, Oct 1st

12:00 - 12:30 PM 12:30 - 1:00 PM 1:00 - 1:30 PM 1:30 - 2:00 PM 2:00 - 2:30 PM 2:30 - 3:00 PM

Sun, Oct 3rd

4:00 - 4:30 PM 4:30 - 5:00 PM 5:00 - 5:30 PM 5:30 - 6:00 PM 6:00 - 6:30 PM 6:30 - 7:00 PM 7:00 - 7:30 PM

Mon, Oct 4th

9:00 - 9:30 AM 9:30 - 10:00 AM 10:00 - 10:30 AM 4:30 - 5:00 PM 5:00 - 5:30 PM 5:30 - 6:00 PM 6:00 - 6:30 PM

Staff

Search by name

How would you like to meet?

Search by name

Continued on next page...

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.”

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Review Appointment Details and Confirm

What type of appointment would you like to schedule? Tutoring	Service Writing for a Course
Date 09/28/2021	Time 9:30 AM - 10:00 AM
Location Writing & Learning Center (WLC) The WLC guides UIW undergraduate students in improving their writing skills so that they will be prepared to succeed in writing-intensive college courses and in their careers.	
Staff Gloria Gonzales	
Details LOCATION IF IN-PERSON: Student Engagement Center, 3167 LOCATION IF ONLINE: Virtual Tutoring Center (https://uiw.zoom.us/j/93104035812) *To change your scheduled mode of tutoring (online or in-person) please contact us.* *For in-person sessions, UIW safety protocols in place.* Thank you for scheduling a writing appointment at the WLC! If you are running late to your session, please notify us by calling 210-829-3870 or by joining the Virtual Tutoring Center (URL above). If you need to cancel or reschedule, we ask for at least two hours' notice, or the appointment will be counted as a no-show. For more information about our no-show/cancellation guidelines, visit: https://my.uiw.edu/wlc/writing-consultations/index.html	
URL / Phone Number https://uiw.zoom.us/j/93104035812	

*How would you like to meet?

☒ In-Person ☐ Search by name

You are seeing the meeting types available for this time slot.

Would you like to share anything else?

☒ Email Reminder
Reminder will be sent to lbomer@student.uiwtx.edu

☒ Text Message Reminder

Phone Number for Text Reminder

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 two 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.