

How to Make Your Writing Center Appointments

HSTR282 • FALL 2019

STEP 1: Create an account with WC Online

- Go to our website www.montana.edu/writingcenter and click on the blue “Schedule a Session” box.
- At the login page, click on “Register for an Account.”
- Fill out the registration form. If you don’t know the college of your declared major, select University Studies. Note: this account is not linked to any of your other MSU accounts.

STEP 2: Login to WC Online

Login using your email address and password. In the “Choose a Schedule” drop-down menu, select “HSTR282 Partnership Schedule.” (If you forget to do this, you’ll have another chance to choose a schedule after you login by going to the drop-down menu at the top of the schedule page.)

STEP 3: Make your appointments

Once you’re logged in, you will see a grid with blue and white boxes that looks something like this:

WELCOME, TEST ▾		September 4 - September 10, 2019		BIOB260 Partnership														
HELP?		◀ PREVIOUS WEEK CURRENT WEEK NEXT WEEK ▶																
Sep. 4: Wednesday	6:00am	7:00am	8:00am	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm	7:00pm	8:00pm	9:00pm	10:00pm	11:00pm
A.C. SUPPORTS 5 MEMBER GROUPS																		
A.R. SUPPORTS 5 MEMBER GROUPS																		
A.S. SUPPORTS 5 MEMBER GROUPS																		
E.L. SUPPORTS 5 MEMBER GROUPS																		
H.F. SUPPORTS 5 MEMBER GROUPS																		
H.M. SUPPORTS 5 MEMBER GROUPS																		

The initials on the left-hand side represent individual tutors. White boxes are available studio times. Find a white studio time that works for you, and click to join the group. Each studio time has five available slots.

IMPORTANT: The times and dates listed on the schedule are the times and dates of the first studio meetings. **Studios will meet three times.** Subsequent meetings will take place on the same day of the week and at the same time as your first studio meeting. The second studio will meet in the week of October 20-26. The third studio will meet in the week of November 13-18. **When you choose a day and time, make sure you will be able to attend all three studio meetings.**

Also to keep in mind:

- All appointments are for one hour. If you click on the second half-hour of an hour-long time slot, the system will not let you join.
- A time slot will remain white until all five spots are taken. Once a time slot has five people in it, the slot will turn blue, indicating that the group is full.
- You will not be able to see other students’ names or times.
- Once you’ve successfully joined a studio group, that time slot will appear yellow.
- Your WC facilitator will email you roughly 24 hours in advance to remind you when your group will be meeting and let you know where.

STEP 4: Make additional one-time only appointments during our regularly scheduled hours! (OPTIONAL)

Over the course of the semester, you’re welcome to make additional appointments as needed or desired. You can schedule those sessions by logging in to WC Online and going through the same process *except* choosing the “FALL 2019” schedule instead of the “HSTR282 Partnership Schedule.” The Writing Center also has computers and a print station if you would like a place to work with help readily available.