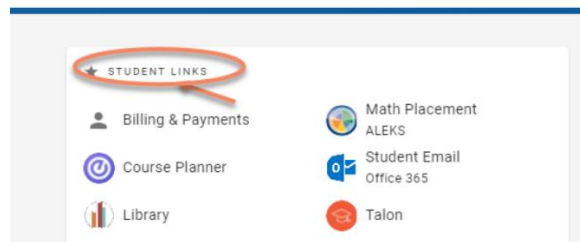


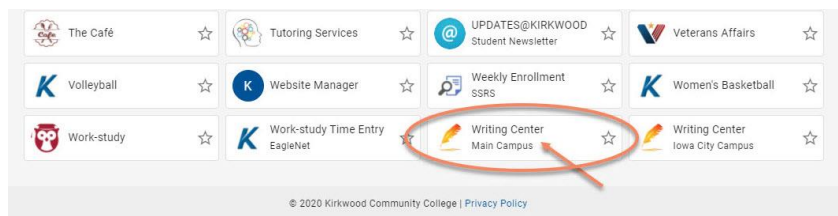
# Making an Appointment at the Writing Center

Beginning in Fall 2021, The Writing Center will be open again for in-person appointments. All Writing Center personnel are Kirkwood English faculty from the CEM department or from International Studies.

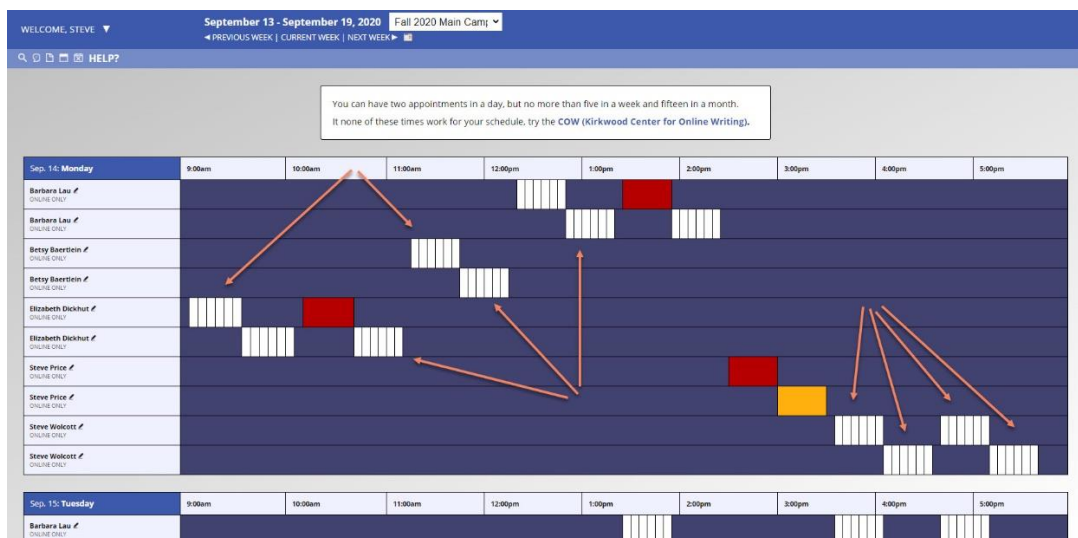
- Appointments are **30 minutes**
- Students can have **two appointments** on the same day, but not back to back
- Students can **drop in** to the Writing Center in **2080 Cedar Hall**, but we encourage students to **book appointments** either in person or **online**.
- Appointments are made through **MyHub**:



Under **Support**:



The first time, this takes them to a **registration page**. After they register, they are taken into the Writing Center Schedule:



Open times are **white**. The students own appointments appear **yellow**.

When they click on a white space, they should fill out the **appointment form**:

Writing Center Main Campus - Google Chrome  
kirkwood.mywconline.net/reserve.php?tid\_d=1600059600&id\_s=sc549b0c5623aa&id\_r=sc549b4587565...

**Meet Online?**  
 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 \* are required. Questions marked with ADMIN ONLY are only available to and shown to administrators. As an administrator, you can save an appointment without filling in required fields, except if those required fields are also tagged as administrator-only questions.

**Course \***

**Classroom Instructor \***

**Do you want your classroom instructor to receive a copy of the Writing Center report? \***  
-- please select --

**If yes, enter the INSTRUCTOR'S EMAIL ADDRESS**

**What is the assignment? \***

**What would you like to work on with us? \***

**ADMINISTRATIVE OPTIONS**  
Walk-in/Drop-in  | Missed  | Placeholder  | Email Client?

**CREATE APPOINTMENT** **CLOSE WINDOW**

When they click **Create Appointment**, their appointment **appears yellow** on the schedule.

Students receive an **email reminder** to their student email account the morning of the appointment.

Students should go to 2080 Cedar Hall to attend their appointment.

The Writing Center is open **Monday-Thursday from 9:05-5:40** (last appointment at 5:10) and **Friday from 9:05-3:30** (last appointment at 3:00). Closed weekends and holidays. Summer hours vary.