How to Make an Appointment with a Consultant

1. Sign into your account at osu.mywconline.com. If you want to have a session in Smith or online, choose the Smith Writing Center schedule in the dropdown menu. Because the satellite centers (Thompson and 18th. Ave. Libraries) are walk-in sites, clients do not have the option to make an appointment for these locations.

2. Find an open appointment on the schedule. Dark and light blue and dark and light gray areas on the schedule are not available. Find a white box in a time that works for you. Note: not all tutors work online. If you are looking for an online session, only look at tutors who are listed as “Face-to-face or online”. Click on your chosen session time box. A pop-up window will open.

3. If you want to meet the tutor in the center, choose “No—Meet Face-to-Face at the Center”. If you want to have an online session, choose “Yes—Meet Online”. Note: if the tutor you have selected only tutors face-to-face, this option will not be available to you.

4. Complete the questions to let us know: your writing project, your major, your class (if relevant), your goals for the session, and your experiences (if any) with the Writing Center so far. Briefly describe your writing strengths and weaknesses in order to help your consultant focus the session on your unique writing goals.

5. Click “Save Appointment” at the bottom of the window.

6. When you return to your home screen, your saved appointment will appear in yellow on the schedule (or in red if you selected a face-to-face only option).