

Write Site Appointments

What are writing appointments?

- Virtual meetings to discuss a specific writing goal
- 15-minute appointments for one quick writing-related question (e.g. citations, formatting)
- 30-minute appointments **by request** to help with planning, getting unstuck, or strategies

We do **not**:

- Edit or proofread
- Discuss drafts in appointments—please submit to the [dropbox](#) instead
- Comment on content, potential grades, or if your assignment meets requirements
- Accept multiple bookings—please **either** book one appointment or submit to the [dropbox](#)

Ready to book an appointment?

15-minute appointments

- [Access our booking tool](#)
- The calendar shows availability for the next 7 days
- You should receive a confirmation email
- If you do not see a time that works for you, or if you need to cancel, please [contact us](#)
- Please give us **24 hours' notice of a cancellation**

30-minute appointments

- Please [contact us](#) to request an appointment. In your email, include:
 - Your full name
 - Student ID
 - Course, e.g. ENGL 255 and assignment instructions
 - The purpose of the appointment: planning, getting unstuck, or writing strategies

Reminders

- ⇒ Professional environment (blurred background, you are alone, quiet location)
- ⇒ Arriving late will result in a canceled appointment. [Contact us](#) to reschedule
- ⇒ Email your coach relevant documents ahead of the appointment
- ⇒ Adhere to the time limit of the meeting as other students may follow your appointment
- ⇒ Double-check the time zone on your invitation.

We look forward to supporting your writing goals!