

# How to Book Asynchronous Writing Appointments at the Student Success Centre

✉ [wconline@ucalgary.ca](mailto:wconline@ucalgary.ca)

🌐 [University of Calgary Student Success Centre](#)



## What is Writing Support?

At Writing Support, **we help students become better writers and self-editors of their own work.** Recognizing the important role that writing plays in inquiry and learning, our goal is to help students develop the writing and editing skills needed to become strong and effective communicators. We provide writing support to undergraduate and graduate students through writing workshops that address a variety of topics and through 1-on-1 writing consultation appointments with our team of highly-trained writing tutors.

## What happens during a 1-on-1 Writing Appointment?

Writing appointments are 30-minutes long and currently take place virtually over Zoom. During your appointment, **you can focus on whatever stage of the writing process you are struggling with** (e.g., brainstorming, structure and organization, thesis statement, literature reviews, citations and paraphrasing, etc.), with the support of one of the Student Success Centre's writing tutors. As Writing Support is **not an editing service**, our writing tutors will not edit your written work but they will work with you to address any of your writing questions and/or concerns, including reviewing and helping you learn how to edit your own work.

## Do I need to prepare or bring anything to my 1-on-1 Writing Appointment?

It is always beneficial to bring along your writing, regardless of what stage it is at, for the writing tutor to review with you. **It is also recommended that you try to at least note some questions and/or general writing topics that you would like to discuss in advance so that you can make the most of your time with the writing tutor.** Depending on what you would like to discuss during your appointment please have any relevant information, such as assignment instructions and brainstorming notes, ready to share with the tutor. You are not required to have your writing assignment completed before your appointment; our writing tutors would be happy to work with you even if you are still at the early stages of the writing process (e.g., formulating an idea, research question, brainstorming etc.).



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## Who can access Asynchronous Writing Appointments?

Asynchronous Writing Appointments are available for students who are experiencing online learning challenges such as:

- Poor internet connection
- Time zone differences
- Computer accessibility issues

## How do Asynchronous Writing Appointments work?

This type of appointment does not require students to virtually turn up at the time of their writing appointments. Instead, writing tutors review a student's document(s) during the time of their appointment and their feedback is emailed to the student.

### Note:

Each request for an asynchronous appointment is reviewed on a case-by-case basis. Please allow up to 48 hours for your request to be approved.



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## How do I book an Asynchronous Writing Appointment?

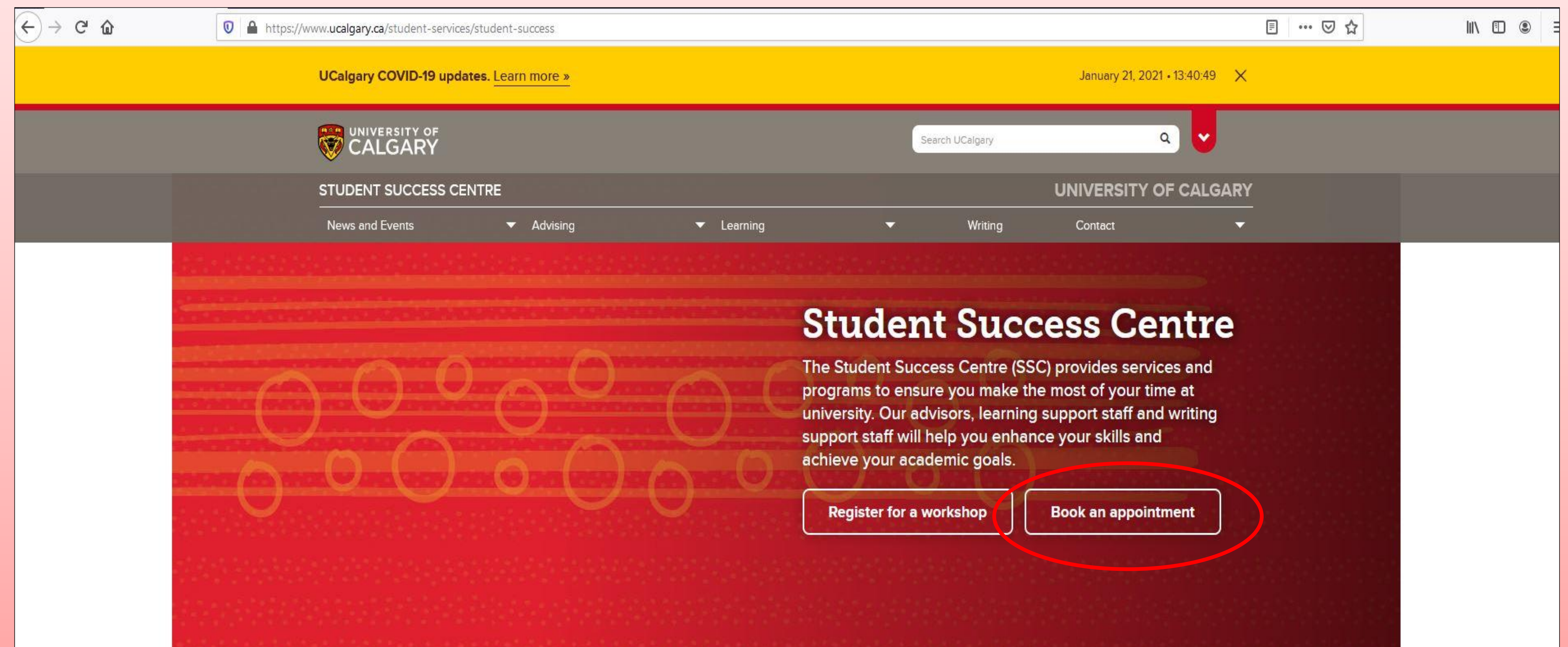
### Step 1

Visit the Student Success Centre (SCC) website:

<https://www.ucalgary.ca/student-services/student-success>

### Step 2

On the SSC front page, click the “Book an appointment” button



### Step 3

Click on the “LOGIN” button



### Step 4

Log in as a student by clicking on the student login link

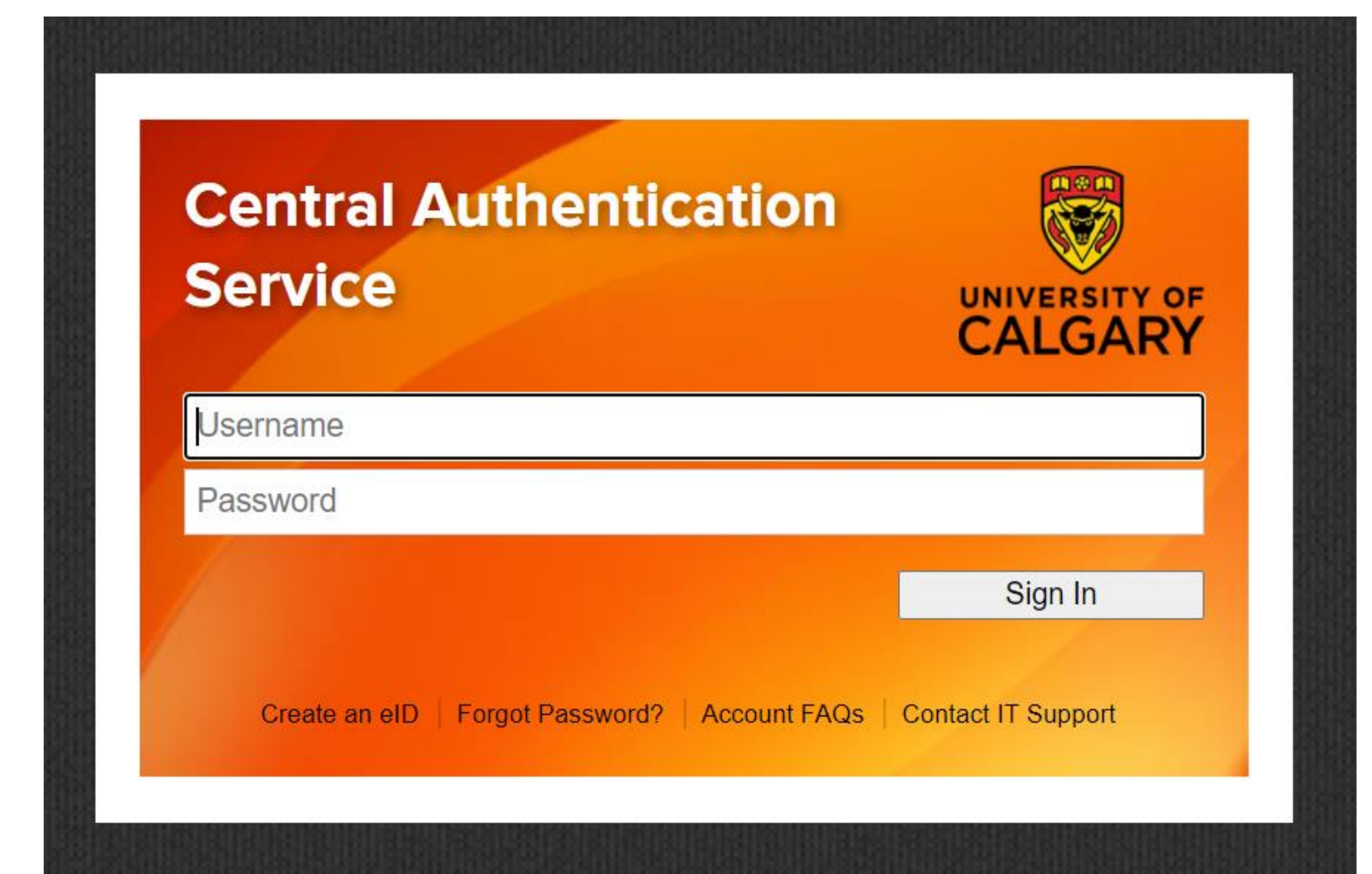


Students

Login

### Step 5

Enter your UCALGARY username and password





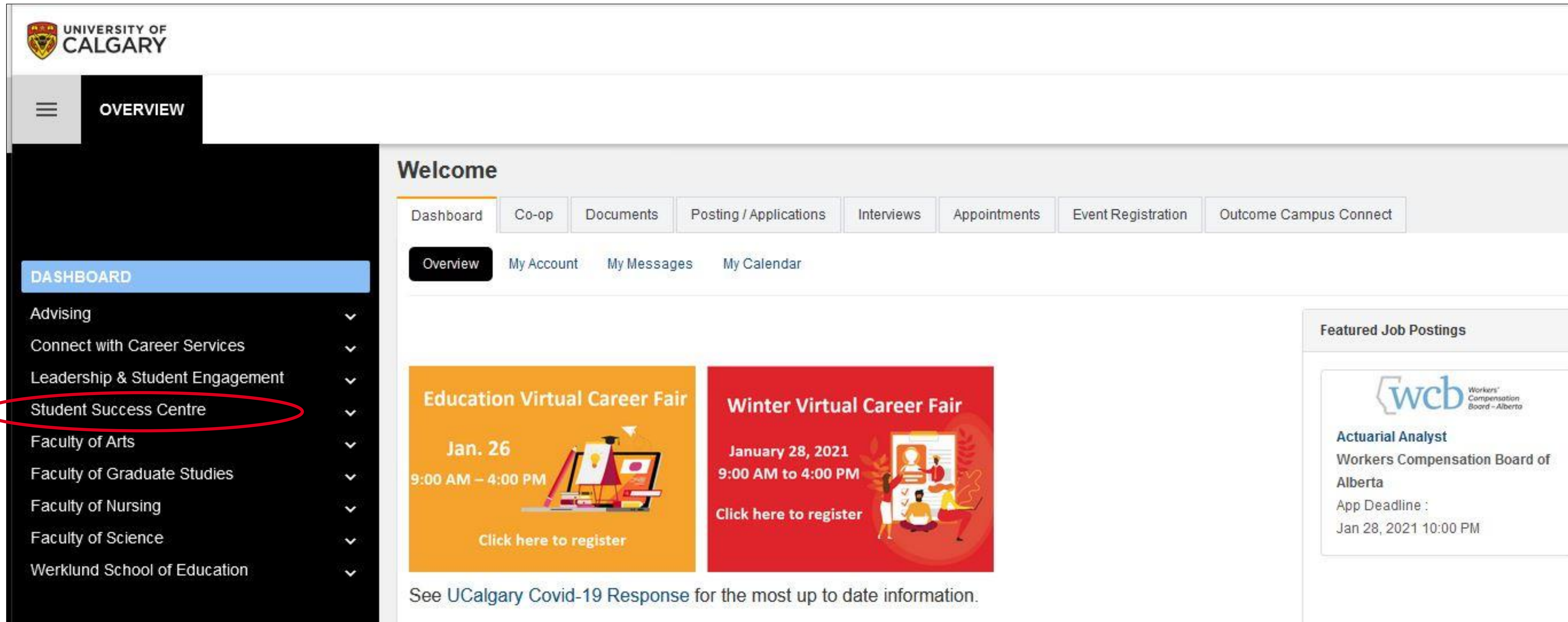
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## Step 6

Click on “Student Success Centre”



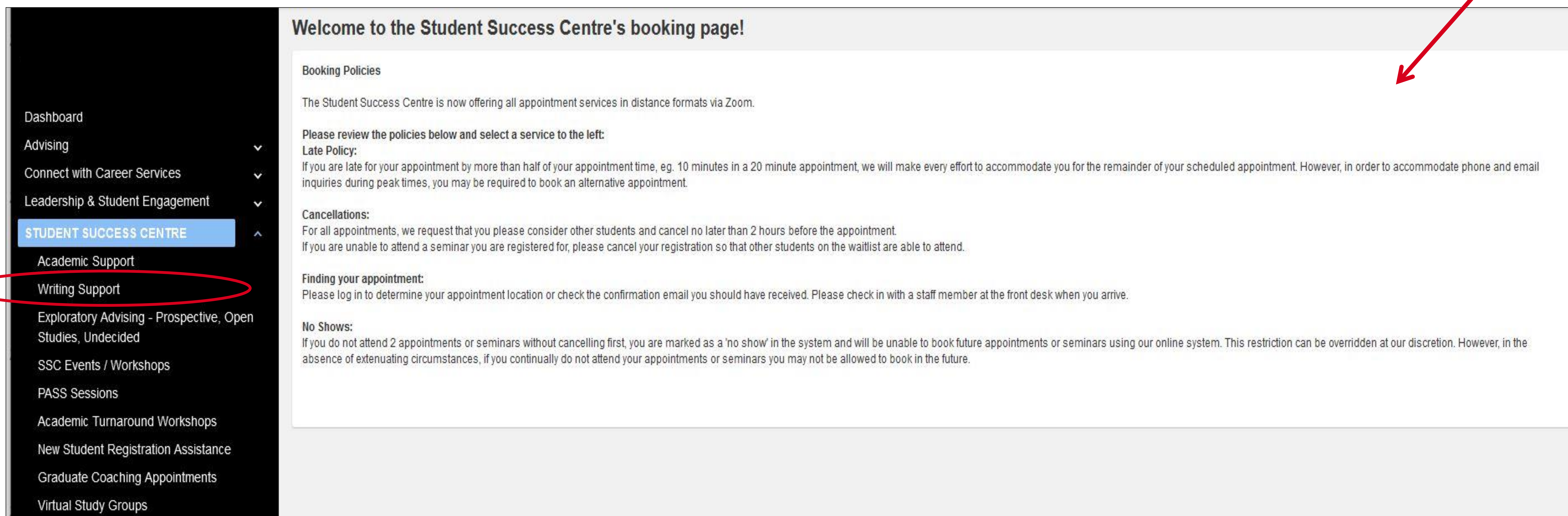
**Note:** After clicking on the “Student Success Centre” link, the Student Success Centre’s appointment and events booking policy shows up.

Please familiarize yourself with the SSC’s cancellation and no-show policies! Missing or forgetting to cancel your appointments in a timely manner can result in a temporary block on your account which affects your ability to book appointments and register for events in the future.

To remove a block on your account, contact us at [wconline@ucalgary.ca](mailto:wconline@ucalgary.ca)

## Step 7

Click on “Writing Support”





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## Step 8

Click on “View Calendar” to see available appointment dates and times

## Step 9

Click on any “Open” appointments

**Writing Support Services Appointments**

Writing Support offers free, individual writing consultations for University of Calgary students who want to improve their writing. During the tutorial, you can

- Discuss your writing process and learn strategies to write more effectively
- Review returned papers to understand how to improve your written assignments
- Work with an instructor on an ongoing basis to improve essay structure, paragraph development, sentence structure, style, grammar, and punctuation
- Receive information on writing papers, book reviews or other assignments
- Learn how to use and document sources
- Get help with English as a second language

Please select a booking option:

[View Calendar](#) [View Appointment History](#)

[Book by Appointment Provider](#)

24	25	26	27	28	29	
			1:45p Open 3:15p Open 6p Open	10:45a Open 11:30a Open 12:15p Open 1:45p Open 7:15p Open		
31	1	2	3	4	5	
11:30a Open 12:45p Open 1:30p Open	10a Open 10:45a Open 12:15p Open 12:45p Open 1p Open 1:30p Open 1:45p Open 2:15p Open 3:45p Open 8p Open 8:45p Open	11:30a Open 12:30p Open 1p Open 1:15p Open 1:30p Open 2:15p Open 2:45p Open 3:15p Open 3:45p Open 4p Open 4:15p Open 4:45p Open 6p Open 6:45p Open	10a Open 10:45a Open 11:30a Open 12:30p Open 1:15p Open 10:45a Open 11a Open 11:30a Open 6p Open 6p Open 6:45p Open 8:15p Open	9a Open 9:30a Open 9:45a Open 10a Open 10:15a Open 10:45a Open 11a Open 11:30a Open 11:45a Open 12:15p Open 1p Open 1:45p Open 1:30a Open 1:45p Open 2:30p Open 3:15p Open 6p Open 6:45p Open 6:45p Open 7:30p Open 8:15p Open 8:15p Open	10a Open 10:45a Open 11:30a Open 12:30p Open 1:15p Open 1p Open 1:45p Open 3:45p Open 5p Open 5:45p Open 6:30p Open 7:15p Open 8p Open 8:45p Open	11:45a Open 12:30p Open 1:15p Open

## Step 10

Fill out the appointment form, then click “Book Appointment”

**Book Appointment** [Back to Home](#)

**Disclaimer!**  
Thank you for booking an appointment with Writing Support Services. Please remember

- Students are permitted only 3 30 minute appointments per week.
- Appointments must be cancelled 2 hours prior to the appointment start time. Appointments must be cancelled by signing into the booking system.

**APPOINTMENT DETAILS**

Provider: Ali Mohammadi  
Location: Remote  
Date: January 29, 2021

**APPOINTMENT TYPE**

Type:  This field is required. **1**

**ADDITIONAL INFORMATION**

Local Phone #:  **2**

I would like to discuss  **3**

[Book Appointment](#) [Cancel](#) **4**

**Note:** You can book up to 3 appointments per week and up to 2 appointments per day. Feel free to book 2 consecutive appointments on days you would like to have a longer appointment.



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## Step 11

Email [wconline@ucalgary.ca](mailto:wconline@ucalgary.ca) from your **ucalgary.ca email** address to request the appointment be changed to asynchronous

## Step 12

In your email to [wconline@ucalgary.ca](mailto:wconline@ucalgary.ca), explain why you need your appointment to be asynchronous (e.g., you have poor internet connection and cannot meet with the writing tutor over a virtual meeting) and **include the date and time of your appointment in the body of your email**

**NOTE: Please complete Step 11 & 12 immediately after you book your appointment (i.e., Step 10) as it can take some time for our staff members to process your request and ensure that the writing tutor you have booked with is aware you have requested your appointment with them be asynchronous**

## Step 13

Once a Writing Support staff member responds to your request and confirms that your one-on-one Writing appointment has been converted into an asynchronous appointment, respond to the confirmation email with a copy of your writing assignment and/or writing questions or concerns

The Writing Support staff member will send these to the writing tutor you have an appointment with and contact you again at a later date once your assignment/questions have been reviewed/answered

Comments and feedback from the writing tutor will be emailed to you

Have more questions about how asynchronous writing appointments work? Check out our [website](#) for more information or reach out to us at [wconline@ucalgary.ca](mailto:wconline@ucalgary.ca) with your questions!