

How to Book and Cancel 1-on-1 Writing Appointments at the Student Success Centre



✉ 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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🌐 [University of Calgary Student Success Centre](https://www.ucalgary.ca/student-services/student-success)

How do I book a 1-on-1 Writing Support appointment?

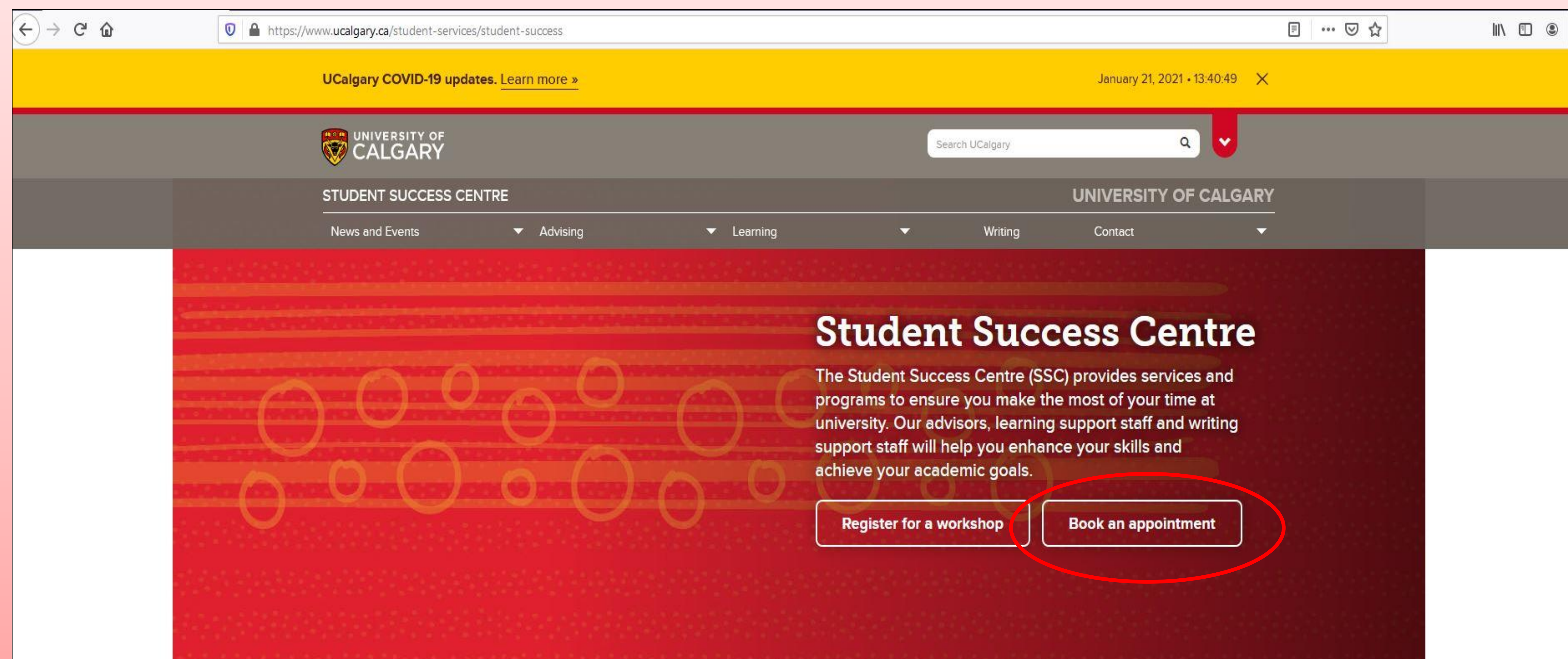
Step 1

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



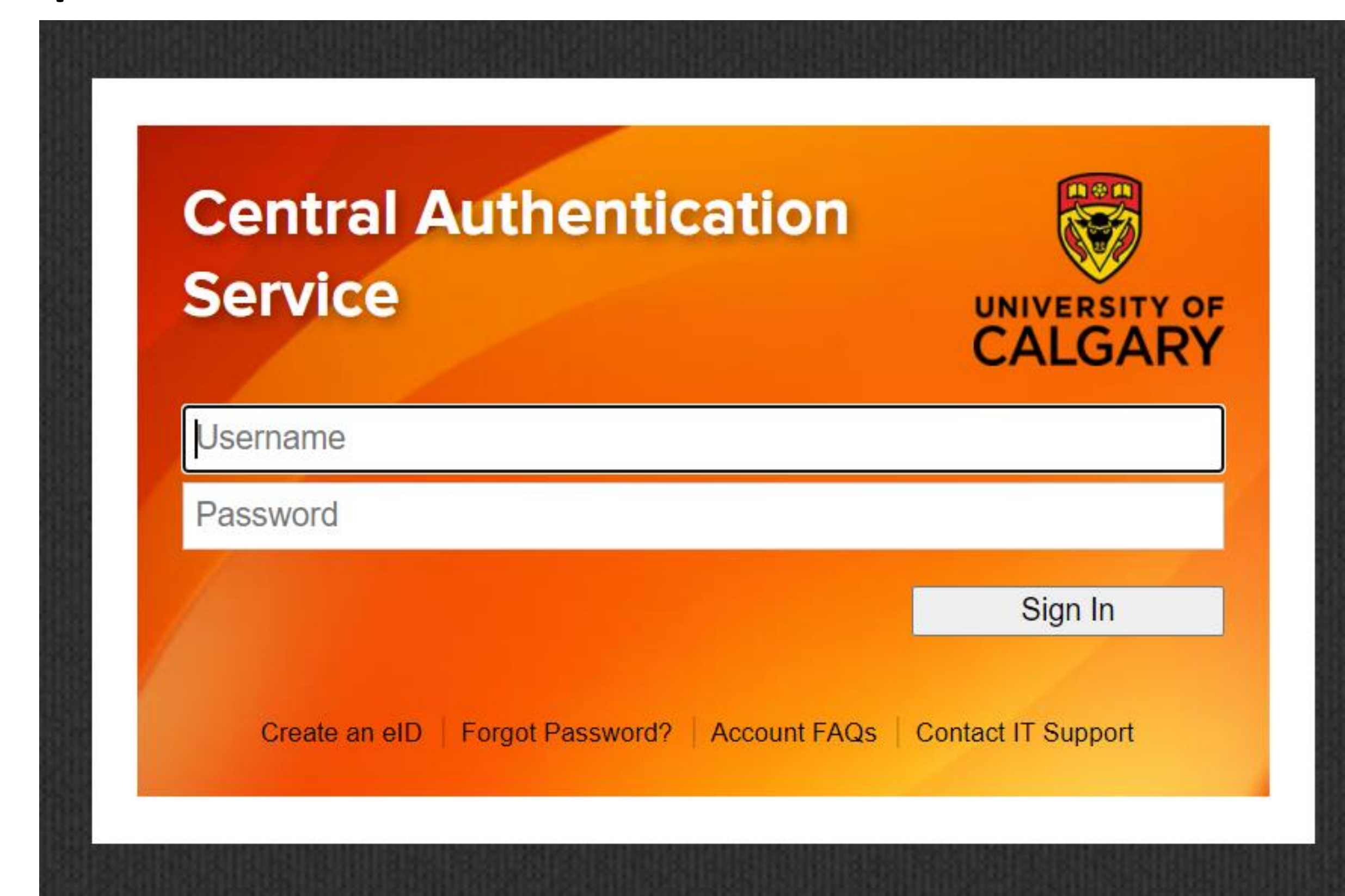
Step 4

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



Step 5

Enter your UCALGARY username and password



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Step 6

Click on “Student Success Centre”

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OVERVIEW

DASHBOARD

Advising

Connect with Career Services

Leadership & Student Engagement

Student Success Centre

Faculty of Arts

Faculty of Graduate Studies

Faculty of Nursing

Faculty of Science

Werklund School of Education

Welcome

Dashboard Co-op Documents Posting / Applications Interviews Appointments Event Registration Outcome Campus Connect

Overview My Account My Messages My Calendar

Education Virtual Career Fair

Jan. 26

9:00 AM – 4:00 PM

Click here to register

Winter Virtual Career Fair

January 28, 2021

9:00 AM to 4:00 PM

Click here to register

Featured Job Postings

wcb Workers' Compensation Board - Alberta

Actuarial Analyst

Workers Compensation Board of Alberta

App Deadline :

Jan 28, 2021 10:00 PM

See UCalgary Covid-19 Response for the most up to date information.

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

Step 7

Click on “Writing Support”

Welcome to the Student Success Centre's booking page!

Booking Policies

The Student Success Centre is now offering all appointment services in distance formats via Zoom.

Please review the policies below and select a service to the left:

Late Policy:

If you are late for your appointment by more than half of your appointment time, eg. 10 minutes in a 20 minute appointment, we will make every effort to accommodate you for the remainder of your scheduled appointment. However, in order to accommodate phone and email inquiries during peak times, you may be required to book an alternative appointment.

Cancellations:

For all appointments, we request that you please consider other students and cancel no later than 2 hours before the appointment.

If you are unable to attend a seminar you are registered for, please cancel your registration so that other students on the waitlist are able to attend.

Finding your appointment:

Please log in to determine your appointment location or check the confirmation email you should have received. Please check in with a staff member at the front desk when you arrive.

No Shows:

If you do not attend 2 appointments or seminars without cancelling first, you are marked as a 'no show' in the system and will be unable to book future appointments or seminars using our online system. This restriction can be overridden at our discretion. However, in the absence of extenuating circumstances, if you continually do not attend your appointments or seminars you may not be allowed to book in the future.

Dashboard

Advising

Connect with Career Services

Leadership & Student Engagement

STUDENT SUCCESS CENTRE

Academic Support

Writing Support

Exploratory Advising - Prospective, Open Studies, Undecided

SSC Events / Workshops

PASS Sessions

Academic Turnaround Workshops

New Student Registration Assistance

Graduate Coaching Appointments

Virtual Study Groups

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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](#)

[Book by Appointment Provider](#)

[View Appointment History](#)

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

Step 10

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

Book Appointment

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: **1** --Select-- This field is required.

ADDITIONAL INFORMATION

Local Phone #: **2**

I would like to discuss **3**

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

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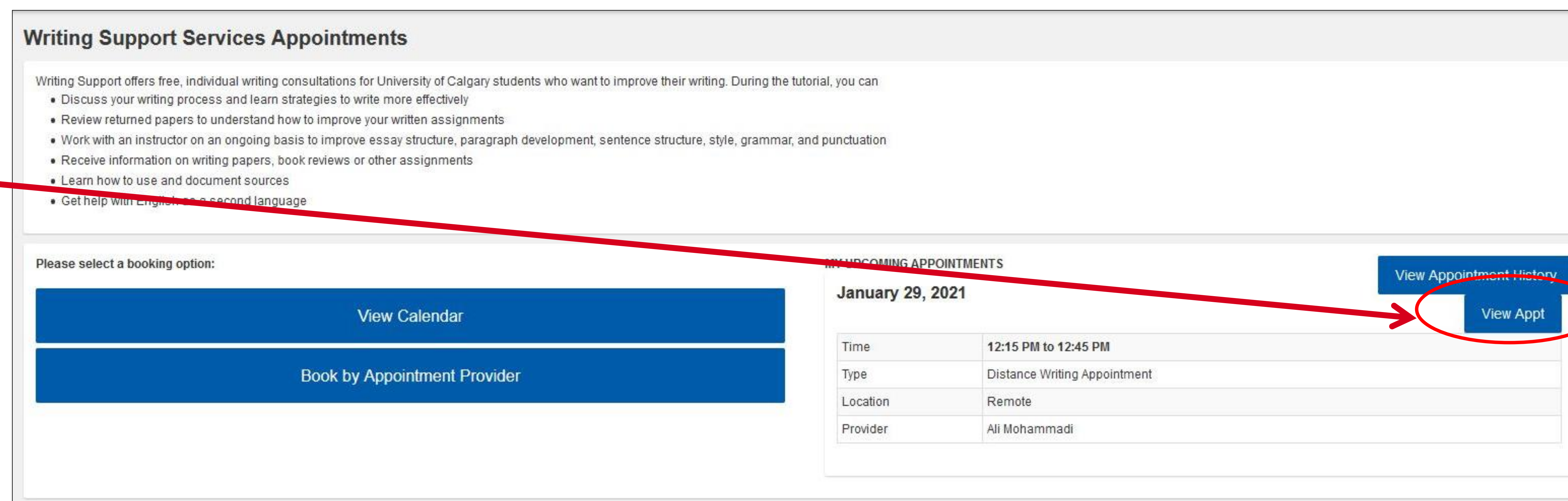
🌐 [University of Calgary Student Success Centre](#)

How do I cancel a 1-on-1 Writing Support appointment?

Repeat Steps 1-7 then perform the following steps:

Step 9

Click on “View Appt”



Writing Support Services Appointments

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- Discuss your writing process and learn strategies to write more effectively
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- 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](#)

[Book by Appointment Provider](#)

UPCOMING APPOINTMENTS

January 29, 2021

Time	12:15 PM to 12:45 PM
Type	Distance Writing Appointment
Location	Remote
Provider	Ali Mohammadi

[View Appointment History](#)

[View Appt](#)

Step 10

Click on “Cancel Appointment”



January 29, 2021 from 12:15 PM to 12:45 PM

Writing Support Services Appointments

[Cancel Appointment](#)

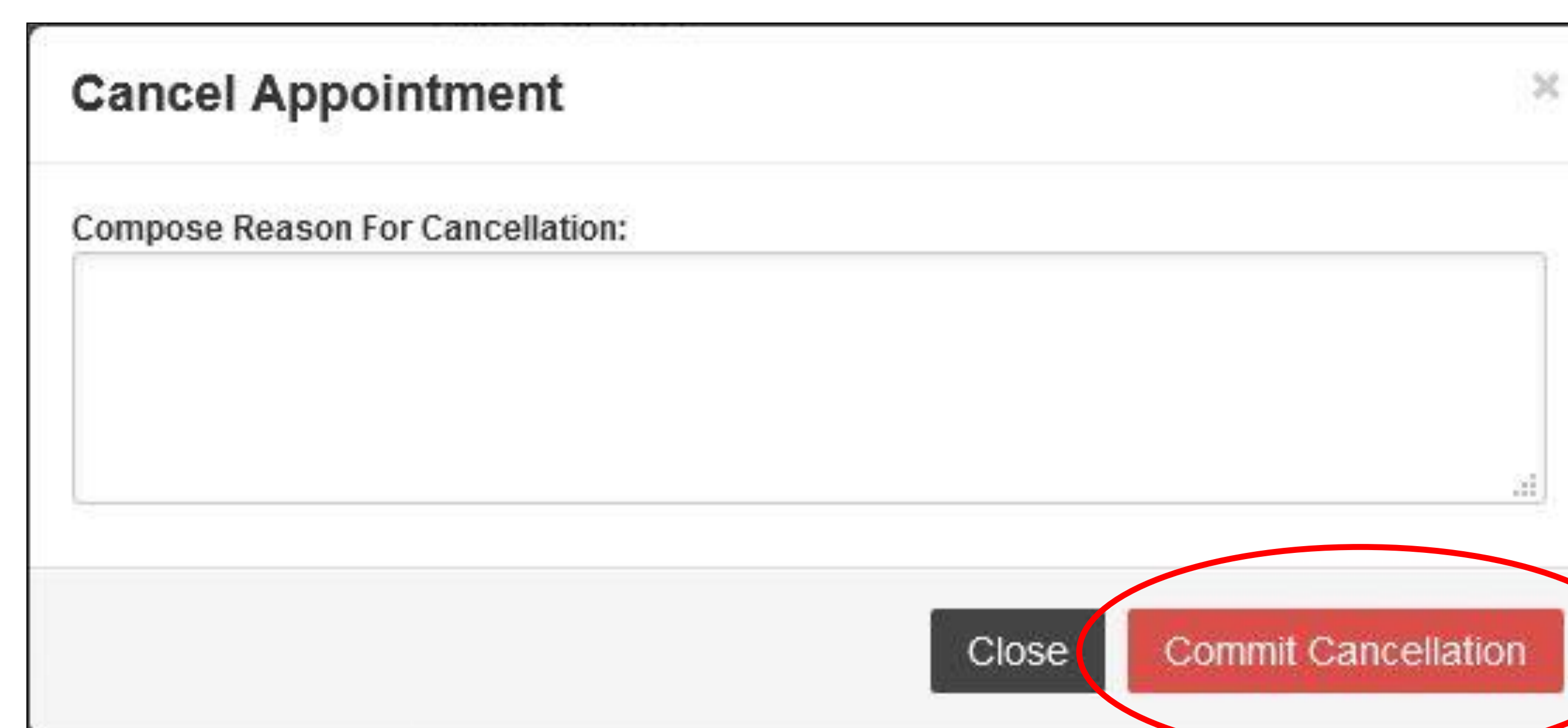
[Back to Home](#)

BOOKING DETAILS

Provider:	Ali Mohammadi
Status:	BOOKED
Date:	January 29, 2021
Time:	12:15 PM to 12:45 PM
Type:	Distance Writing Appointment

Step 11

Enter the reason for cancelling your appointment then click on “Commit Cancellation” and confirm your cancellation



Cancel Appointment

Compose Reason For Cancellation:

[Close](#) [Commit Cancellation](#)

NOTE: As per the SSC’s cancellation policy, if you are unable to attend an appointment you have booked, **please cancel your appointment at least 2 hours before the appointment is supposed to start.** By doing this, you help ensure that other students who would like to book an appointment are able to see all available appointment times in a timely manner.

Your account will be temporarily blocked from booking appointments or registering for events if you miss 2 appointments/events without cancelling first.

This restriction can be removed at our discretion. To remove a block on your account, contact us at wconline@ucalgary.ca