
HOW TO SCHEDULE A TUTORIAL AT THE WRITING & SPEAKING CENTER

SCHEDULING INSTRUCTIONS

1. Visit the Center's website: www.smcm.edu/writingcenter
2. Click the teal button that says "Schedule an Appointment" to access the Center's Scheduler.
3. On the Scheduler login page, login using your Center account credentials. If you do not already have an account, click the link to create one, and then login.
4. Once you login, follow the directions at the top of the page to create an appointment.
5. If you realize you will be unable to keep your appointment, please make sure to cancel it online.

NOTE: Please avoid scheduling in a way that limits others students' access to the Center. For example, please do not make multiple appointments unless you plan to attend all of them, and please do not cancel and reschedule repeatedly.

SCHEDULING TIPS

1. The Center allows you to schedule as far in advance as you want, so **schedule an appointment as soon as possible**. If you delay, the Center's schedule might already be full. 2
2. Try to **schedule strategically**. Consider the purpose of your tutorial, and schedule a tutorial at a time that suits that purpose. For example, if you want the tutor to assist with prewriting, schedule your appointment well in advance of the date that the draft is due. Likewise, try to leave time between your tutorial and the assignment due date to revise or ask your professor new questions. 2

If you have difficulty scheduling an appointment, please contact:

*Mandy Taylor
Assistant Director of the
Writing & Speaking Center
apheatwole@smcm.edu
LI 109*

HOW TO PREPARE FOR A TUTORIAL

1. Ask your professor any questions you have about the assignment.
2. Gather any materials you may need for the appointment, including assignment guidelines and your draft.
3. Consider any tutorial guidelines provided by your professor.
4. Prepare some questions for the tutor.

ACADEMIC ENGAGEMENT AND INTEGRITY

Tutoring is student-driven, so the tutor cannot assist you unless you have questions or concerns in mind. **Please do not tell the tutor you have nothing to work on and are only attending the tutorial because it is required.**

The tutors are happy to assist you with your assignment, but they cannot do it for you. **Please do not ask them to do tasks for you or to verify that you completed a tutorial if you have not done so.**
