



# WRITING CENTRE

## *How to Book a Writing Centre Appointment*

**Please read the instruction pages carefully!**

BOOK A WRITING CENTRE APPOINTMENT

### STEP 01

Go to <https://writingcentre.youcanbook.me> (mobile friendly)

### STEP 02

Choose an academic writing tutor: **Sonali Hoheisel** or **Nyarai Tawengwa** to be redirected to the **Academic Writing Centre Online System**



#### FDU Vancouver Writing Centre

Please select one of the Writing Centre Tutors. When you book an appointment with the Writing Centre, you are entering into an informal contract in which you commit to meet with the Writing Centre tutor at the specified time. Failure to attend appointments on time may lead to suspension of privileges.

Sonali A. Hoheisel

Nyarai Tawengwa

## STEP 03

To book an appointment, click on a time slot (white rectangle):

- a time slot with a **red outline** means the academic writing tutor is available
- a time slot in a **faded red rectangle** means the tutor is unavailable

FDU Vancouver Writing Centre

Click on any time to make a booking. Appointments are available in slots of either 30 minutes or 1 hour to allow for opportunity for all students wanting to visit the Writing Centre.

January - February 2020

Mon	Tue	Wed	Thu	Fri	Sat	Sun
27	28	29	30	31	01	02
9:00 AM	9:00 AM	9:00 AM	9:00 AM	9:00 AM	9:00 AM	9:00 AM
9:30 AM	9:30 AM	9:30 AM	9:30 AM	9:30 AM	9:30 AM	9:30 AM
10:00 AM	10:00 AM	10:00 AM	10:00 AM	10:00 AM	10:00 AM	10:00 AM
10:30 AM	10:30 AM	10:30 AM	10:30 AM	10:30 AM	10:30 AM	10:30 AM
11:00 AM	11:00 AM	11:00 AM	11:00 AM	11:00 AM	11:00 AM	11:00 AM
11:30 AM	11:30 AM	11:30 AM	11:30 AM	11:30 AM	11:30 AM	11:30 AM
12:00 PM	12:00 PM	12:00 PM	12:00 PM	12:00 PM	12:00 PM	12:00 PM
12:30 PM	12:30 PM	12:30 PM	12:30 PM	12:30 PM	12:30 PM	12:30 PM
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1:30 PM	1:30 PM	1:30 PM	1:30 PM	1:30 PM	1:30 PM	1:30 PM
2:00 PM	2:00 PM	2:00 PM	2:00 PM	2:00 PM	2:00 PM	2:00 PM
2:30 PM	2:30 PM	2:30 PM	2:30 PM	2:30 PM	2:30 PM	2:30 PM
3:00 PM	3:00 PM	3:00 PM	3:00 PM	3:00 PM	3:00 PM	3:00 PM
3:30 PM	3:30 PM	3:30 PM	3:30 PM	3:30 PM	3:30 PM	3:30 PM
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5:30 PM	5:30 PM	5:30 PM	5:30 PM	5:30 PM	5:30 PM	5:30 PM

## STEP 04

Fill out the form without using an abbreviation or nickname. Describe the **Reason for Appointment** if relevant. Click on **Confirm Booking** to complete the booking

FDU Vancouver Writing Centre

Confirm Booking

Wednesday, January 29, 2020  
9:30 AM - 10:00 AM  
@ Canada Pacific

Student ID (Required):

Last Name (Required):

First Name (Required):

Student Email (Required):

Meeting Type (Required):  
Schedule Online Appointment

Program (Required):  
Please choose

Course (Name & Code) (Required):

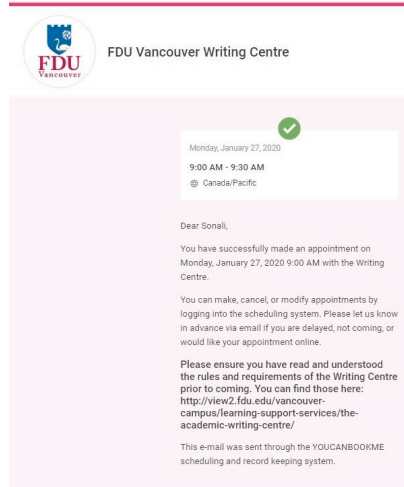
Professor's Name (Required):

Reason for Appointment:

Confirm Booking

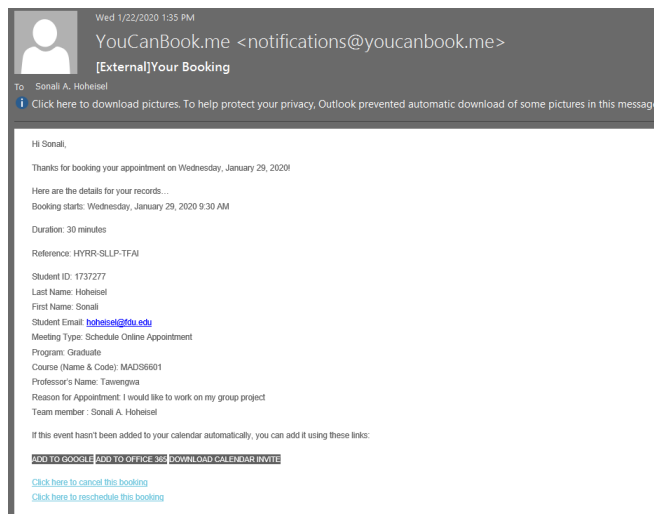
## STEP 05

The **booking confirmation** page will verify the appointment



## STEP 06

A **confirmation email** will be sent to the email address provided. Modify, cancel, or reschedule the booking through the **confirmation email**



## STEP 07

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### WRITING CENTRE PROCEDURES

The writing tutor will help you to identify how your writing can be revised and improved. However, **the writing tutor's role is not to proofread or edit your work**. Instead, the tutor will help you to revise your writing by discussing the assignment with you, offering writing strategies that you can apply, identifying patterns of sentence and grammar errors in your writing, and providing resources to learn language functions and rules.

1. Book an appointment time for **either 30 minutes or 1 hour**.

*This allows the tutors enough time to provide appointment opportunities to all students wanting to visit the Writing Centre.*

2. Book an appointment only if you are sure that you are able to attend the appointment on time. **Punctuality is required**.

*The tutor may refuse to meet with you if you are more than 5 minutes late, and a repeated pattern of missed appointments may lead to suspension of your Writing Centre privileges.*

3. Book one appointment per day.
4. Book up to **2 hours of appointment time in one week** unless special arrangements have been made directly through your professor or with the tutor.
5. Book all appointments using **the online booking application**:

<https://writingcentre.youcanbook.me>

6. Provide a hard copy of the writing that you want to review. Either
  - a. bring a hard copy with you to the tutoring session... **or**
  - b. email a copy when booking the appointment

*This will help the Writing Centre staff understand what you need.*

7. You will review **one assignment per appointment**. Make a new appointment if you want to review another.
8. For **group projects**, members must bring their parts separately.

Tutoring sessions are designed to help you develop as a writer. **Arriving on time and being prepared** to discuss your needs will help us to better support you. **Doing your own editing and continuing necessary practice** will help you build your skills.