

Welcome to the Writing Center!



To Register for Our Online Scheduling System

1. Visit our Web site at www.uca.edu/writingcenter.
2. Click on the "[Make an appointment](#)" in the left navigation bar.
3. Click on the "[online scheduler](#)" link in the main text.
4. Click the [click here](#) button.
5. In the form that comes up, **please fill out ALL the information, including your standing, language, etc.**

You can write your registration e-mail and password here to help you remember:

Registration E-Mail: _____

Registration Password: _____

To Make an Appointment

For the following types of appointments, please call 450-5123 or visit Thompson 109:

- **Biology Lab Reports**
- **Night Hours**
- **Videotaping of Speeches**

For all other types of appointments, you can log-in to the online scheduler from any computer—on or off campus.

1. Type in the e-mail address and password you registered with.
2. Click the [Log In](#) button.

3. The white boxes in a coach's field are the hours that coach is available. Choose any white box at the time you'd like an appointment.

Stephanie	
Whitney	open time

4. Type in the course, instructor, what you want to work on, and your assignment instructions in the pop-up box.

Course?:	<input type="text"/>
Instructor?:	<input type="text"/>
Appointment Type:	-- please select --
What do you want to work on during your visit?	
<input type="text"/>	
Type in your assignment or project instructions.	
<input type="text"/>	

5. Click the [Save Reservation](#) button. Your appointment has been reserved.

You can write the date, time, and coach for your reservation here:

Date: _____ Time: _____ Coach: _____

To Cancel an Appointment

1. Go to the date and time of your appointment on the scheduler.
2. Your name will pop up when you drag your cursor over the correct box. Click on it.
3. In the new window, put a check mark next to "Delete this reservation?" and click on "Save Changes."

<input checked="" type="checkbox"/> Delete this reservation?
Save Changes Close Window

