
Sign-Up Policies

The following sign-up policies are in effect for student use of the CSSW Writing Center. Contact Adam Pellegrini at ap3149@columbia.edu with questions about sign-up policies. To schedule and manage CSSW Writing Center appointments, visit cu.mywconline.com.

CSSW Writing Center sign-up policies:

- (1) The CSSW Writing Center offers three appointment options—*in-person meetings*, *online meetings*, and *written feedback requests*. Staff marked as "ONLINE & Room 402/413" are on site at CSSW and available for all appointment options. Staff marked as "Online only" are working remotely and only available for online appointment options. Please be sure to select your desired appointment option.
- (2) Students may schedule **two appointments** each week (*Monday – Sunday*). Appointments are available to reserve 21 days in advance. Please schedule responsibly, and if needed cancel appointments as far in advance as possible.
- (3) All appointments are **50 minutes**. Students may hold one appointment in a given day.
- (4) DROP-IN appointments are not currently available. Please reserve all appointments in advance.
- (5) Students may cancel or modify an appointment until the scheduled start time. That said, please cancel appointments as much in advance as possible to free the time for other students. We appreciate an email, however last-minute, if you are unable to make your appointment at or after the session start time.
- (6) Appointments are marked as “missed” if a student does not cancel a live meeting in advance and is unable to attend, or requests written feedback but does not include an accessible document for review. There is **no limit or penalty** for missed appointments. If you miss an appointment for a preventable reason, please make any adjustments possible to avoid missing appointments similarly in the future.
- (7) Students may not bring or submit writing projects of others, be they classmates, colleagues or friends, to be reviewed by the CSSW Writing Center.
- (8) Regarding use of the CSSW Writing Center for group papers, the student whose name appears on the schedule calendar for a given appointment must be present at that appointment. Other members of the group are encouraged to attend but are not required.
- (9) To request a group appointment with three or more participants, email swwrite@columbia.edu at least one day in advance, if possible.
- (10) In all cases, the student who makes an appointment must be the student who appears at the appointed time, or whose work (which includes group projects you are contributing to) is submitted for review. Students may not trade their time for the time of another student.

Instructions for Scheduling Appointments

To register a new account...

- 1) Log in to the CSSW Writing Center's online scheduling system at cu.mywconline.com using your Columbia UNI / password credentials. You will be prompted to authenticate using Duo MFA.
- 2) The **first time** you sign in, the system will prompt you to complete a registration form with information for your CSSW Writing Center account.

To make a new reservation...

- 1) Choose a date and time, and click on the white rectangular space to make a reservation. Once you do this, a pop-up window will appear.
- 2) Fill out the form, including all required fields to make the writing consultant aware of your agenda. Be sure to choose the appropriate meeting type: "in-person appointment," "online appointment," or "written feedback request". Include a link or attach a document if you're requesting written feedback.
- 3) Finally, click "**Create Appointment**" at bottom of the screen. You will receive an immediate confirmation e-mail.

To modify or cancel an existing reservation...

Log in. Click on your existing appointment. Choose "**Edit Appointment**" in the pop-up form and make the needed updates. Click on "**Save Changes.**" To cancel, click on "**Cancel Appointment.**"

To put yourself on the "waiting list"...

For each day's schedule, it is possible to sign up for automatic notifications if/when new appointment times become available. Click on the link beside the given day's schedule, complete the pop-up form, then click "Add to Waiting List" to be notified if/when existing appointments for that day are canceled and new time slots become available. Those on the list will receive an immediate notification when someone cancels an appointment for that day. Reserving appointments is first come, first served. All on the "waiting list" are notified of new appointments at the time they become available.