

Writing Center Sign-up Policies

Both to ensure responsible use of the Writing Center and increase opportunities for more students to use the Center's services, the sign-up system includes these restrictions.

(1) Students may SCHEDULE IN ADVANCE up to 50-minutes of appointments each week, held as a single session or in two separate 25-minute sessions--scheduled on different days, at different times, and/or with different consultants.

(2) Additionally, students may DROP IN for up to 50-minutes of appointments each week, held as a single session or, again, in two separate 25-minute sessions.

(3) One missed appointment per semester: upon the second missed appointment, a student's sign-up privileges are suspended. In addition, all future appointments a student has made for the semester are deleted from the schedule, and s/he is restricted to using the Center on a walk-in basis. Contact Director Adam Pellegrini at ap3149@columbia.edu if this occurs and you would still like sign-up privileges with the Writing Center during the semester.

(4) The system automatically blocks a student's ability to cancel an appointment within three hours of the scheduled time, therefore causing a "missed appointment" if the student does not keep the appointment. Canceling appointments as much in advance as possible is most appreciated as it frees the time for other students. We appreciate an email, however last-minute, if you are unable to make your appointment within three hours of the start time.

(5) Students may not bring writing projects of others, be they classmates, colleagues or friends, to be reviewed by the Writing Center.

(6) Regarding use of the 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.

(7) In all cases, the student who makes an appointment must be the student who appears at the appointed time. One student may not trade his or her time for the time of another student.

Instructions for Scheduling Appointments

To register a new account...

- 1) At the Writing Center's home page, click on the line that reads "**Go to our appointment sign-up form.**"
- 2) The **first** time you use the new system, click on the line that reads "**Click here to register,**" which is just above the "**Email Address**" box.
- 3) Enter your information on this page. Note that you **must** use your full Columbia email address (...@columbia.edu). Click on "**Register.**"
- 4) Check your Columbia email for an activation notice. Follow the link in the email to activate your account. Once you've done this, you will have access to the scheduler.
- 5) At the Log-in page, enter your Columbia e-mail address and password. Then, click the "**Log In**" button, and you will proceed directly to the calendar page of the scheduler.

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. Use the "**Time:**" pull down menu to adjust for a 60 minute session. Fill in all required fields to make the consultant aware of your agenda. Be sure to choose the appropriate meeting location: **ONLINE or FACE-TO-FACE.**
- 3) Finally, click "**Save Appointment**" at bottom of the screen. You will receive an immediate confirmation e-mail.

To modify or cancel an existing reservation...

After logging in, click on the scheduled appointment, and either adjust the time in the pull down menu and click on **Save Changes** or click on "**Cancel this Appointment.**"

*Note: The system automatically blocks students from canceling or modifying appointments within 3 hours prior to session start time.

To put yourself on the waiting list...

Each day's schedule shows a "**clock**" icon just to the left of the day's date (on the left side of the screen). Clicking on that clock icon will bring up an "**Add to Waiting List**" window. Either click on the line "Add to Waiting List" at the bottom of the window to be notified via email when an opening for that day appears or enter your cell phone number and then click on "Add to Waiting List" for notification by text message. Those on the list will receive an immediate email or text message when someone cancels an appointment for that day. The message will state the time of the opening. At that point, the first student who is able to log in and sign up for the session will get it.