CSSW Writing Center Sign-Up Policies

The following sign-up policies are currently in effect for student use of the CSSW Writing Center. ***Please schedule responsibly**—reserve times you intend to keep and limit cancellations.

Contact Adam Pellegrini at ap3149@columbia.edu with questions about sign-up policies.

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(1) All Writing Center appointments are currently held online.

(2) Each week (*Monday – Sunday*) students may schedule in advance **two 50-minute online appointments**.

(3) Students may hold one 50-minute appointment in a given day.

(4) DROP-IN appointments are not currently available.

(5) Students may cancel or modify an appointment until the scheduled start time. That said, 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 at or after the session start time.

(6) Appointments are marked as "missed" if a student does not cancel in advance and is unable to attend. 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 in the future.

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

(8) 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 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. Students may not trade their 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 "**Register for an account**," which is just above the E-mail and password boxes.

3) Enter your information on the registration page. Note that you must use your full Columbia email address (…@columbia.edu). Click on "**Complete Registration**."

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, including all required fields to make the writing consultant aware of your agenda. Be sure to choose the appropriate meeting type: "online appointment" or "written feedback," and to 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…
After logging in, click on the scheduled appointment. To modify your appointment details, choose "**Edit Appointment**" make the needed updates, and click on "**Save Changes**." To cancel, click on "**Cancel Appointment.**"

To put yourself on the waiting list…
At the bottom right of each day's schedule, there is **waiting list** link for that day. Clicking on that link will bring up an "**Add to Waiting List**" window. Click on the line "Add to Waiting List" at the bottom of the window to be notified when an opening for that day appears. Click on "Add to Waiting List." Those on the list will receive an immediate notification 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.