How to Book and Cancel 1-on-1 Writing Appointments at the Student Success Centre

What is Writing Support?

At Writing Support, we help students become better writers and self-editors of their own work. Recognizing the important role that writing plays in inquiry and learning, our goal is to help students develop the writing and editing skills needed to become strong and effective communicators. We provide writing support to undergraduate and graduate students through writing workshops that address a variety of topics and through 1-on-1 writing consultation appointments with our team of highly-trained writing tutors.

What happens during a 1-on-1 Writing Appointment?

Writing appointments are 30-minutes long and currently take place virtually over Zoom. During your appointment, you can focus on whatever stage of the writing process you are struggling with (e.g., brainstorming, structure and organization, thesis statement, literature reviews, citations and paraphrasing, etc.), with the support of one of the Student Success Centre's writing tutors. As Writing Support is not an editing service, our writing tutors will not edit your written work but they will work with you to address any of your writing questions and/or concerns, including reviewing and helping you learn how to edit your own work.

Do I need to prepare or bring anything to my 1-on-1 Writing Appointment?

It is always beneficial to bring along your writing, regardless of what stage it is at, for the writing tutor to review with you. It is also recommended that you try to at least note some questions and/or general writing topics that you would like to discuss in advance so that you can make the most of your time with the writing tutor. Depending on what you would like to discuss during your appointment please have any relevant information, such as assignment instructions and brainstorming notes, ready to share with the tutor. You are not required to have your writing assignment completed before your appointment; our writing tutors would be happy to work with you even if you are still at the early stages of the writing process (e.g., formulating an idea, research question, brainstorming etc.).
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Step 1
Visit the Student Success Centre (SCC) website:
https://www.ucalgary.ca/student-services/student-success

Step 2
On the SSC front page, click the “Book an appointment” button

Step 3
Click on the “LOGIN” button

Step 4
Log in as a student by clicking on the student login link

Step 5
Enter your UCALGARY username and password
Step 6
Click on “Student Success Centre”

Note: After clicking on the “Student Success Centre” link, the Student Success Centre’s appointment and events booking policy shows up.

Please familiarize yourself with the SSC’s cancellation and no-show policies! Missing or forgetting to cancel your appointments in a timely manner can result in a temporary block on your account which affects your ability to book appointments and register for events in the future.

To remove a block on your account, contact us at wconline@ucalgary.ca

Step 7
Click on “Writing Support”
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wconline@ucalgary.ca
University of Calgary Student Success Centre

**Step 8**
Click on “View Calendar” to see available appointment dates and times

**Step 9**
Click on any “Open” appointments

**Step 10**
Fill out the appointment form, then click “Book Appointment”

**Note:** You can book up to 3 appointments per week and up to 2 appointments per day. Feel free to book 2 consecutive appointments on days you would like to have a longer appointment.
How do I cancel a 1-on-1 Writing Support appointment?

Repeat Steps 1-7 then perform the following steps:

**Step 9**
Click on “View Appt”

**Step 10**
Click on “Cancel Appointment”

**Step 11**
Enter the reason for cancelling your appointment then click on “Commit Cancellation” and confirm your cancellation.

**NOTE:** As per the SSC’s cancellation policy, if you are unable to attend an appointment you have booked, please cancel your appointment at least 2 hours before the appointment is supposed to start. By doing this, you help ensure that other students who would like to book an appointment are able to see all available appointment times in a timely manner.

Your account will be temporarily blocked from booking appointments or registering for events if you miss 2 appointments/events without cancelling first.

This restriction can be removed at our discretion. To remove a block on your account, contact us at wconline@ucalgary.ca.