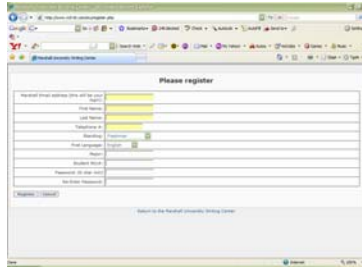


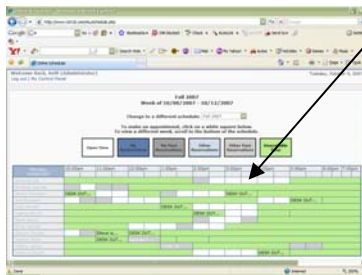
MARSHALL UNIVERSITY WRITING CENTER

Directions for Making Appointments

1. Go to <http://www.rich16.com/mu/> or to our Writing Center's main home page, <http://www.marshall.edu/english/writingcenter>, which provides a link to the appointment page.
2. First-time users must register by choosing "Click here to register" and filling out brief demographic data and creating a user name (Marshall University email address) and a password.



3. Once you have registered, you may log in to make an appointment. The white boxes indicate tutor availability, designated as "Open Time."



4. When you click on a white box, you will be prompted to submit information regarding your agenda for the tutoring session. Be sure to fill out the appointment form completely before "saving" the session.



You will receive an email notification with your session information.

5. You may also make an appointment over the phone (if you are already registered in the online system) or by stopping by the Writing Center and speaking to the tutor at the desk. Walk-ins are welcome when tutors do not have appointments.
6. All appointments are scheduled on the half hour beginning at 10 am (Monday through Friday). Please arrive a few minutes before your appointment time. Appointments should be made at least 24 hours in advance.