HOW TO SCHEDULE AN APPOINTMENT

Learning Support
Overview of How to Schedule an Appointment

• Visit: [http://libguides.usc.edu/socialwork/sowkwriting](http://libguides.usc.edu/socialwork/sowkwriting)
• Review Learning Support policies
• Follow the prompts and select the type of appointment
• You will receive a confirmation and a reminder email
• Contact your Content Tutor or Writing Coach by “replying” to your confirmation or reminder emails – you can even attach your draft and instructions to your “reply” and it will automatically reach your coach or tutor
To sign up for an appointment, visit our LibGuides Website:

http://libguides.usc.edu/socialwork/sowkwriting

Once you see the homepage (pictured above), click on the big blue button that says “Schedule an Appointment”
Registering with the Online System

If you’ve never scheduled an appointment with Learning Support before, you will have to create an account. When the “Log In” window pops up, click on the blue words at the bottom of the pop-up window that say “Register for an Account.”
Registering for an Account

In order to register for an account with the online system you must:

- Be a current MSW student
- Use your USC email address
- Enter your best contact phone number
Choose Your Academic Center

It is important to specify which academic center/campus you’re on, in order for the system to set you up with the correct type of appointment.

Please choose your academic center

- **Content Tutors** help build understanding of foundation-level (500-level) MSW (NOT MSN • NURSING@USC) course content and theory as well as understanding assignment instructions. Content tutors are never allowed to give or even hint at correct or incorrect answers and do not provide feedback about your writing style or format.
- **Consultations** are specialized appointments. You will receive an email from your professor or from Learning Support if you need to sign up for a consultation.

  Our goal is to help you so you won’t need us anymore!

- VAC
- UPC
- OCAC
Choose the Correct Appointment Type

Group Writing Tutorials
Group writing tutorials are lessons led by writing coaches about a particular writing topic such as APA, grammar, literature reviews, and paragraph structure. We will answer questions related to the presentation during the session. If you would like to speak about an individual paper, please select "Writing: grammar and style, APA format, organization" instead to sign up for a 25-minute or 45-minute writing coach appointment.

Individual Appointment with a Writing Coach
Writing coaches can help you build skills related to APA, grammar, organization, and paragraph structure.

Content Discussion Groups
Content Discussion Groups are facilitated by MSW content group leaders in order to provide students in 500-level MSW students a forum to interactively discuss learned concepts and theories as well as approaches to getting started on upcoming assignments. When you sign up for a group discussion, you are encouraged to let your group leader know which learned concepts and theories and/or upcoming assignments you want to go over during the session.

Choose the type of assistance for which you are looking. We have group writing tutorials, individual appointments with a writing coach, content discussion groups, and individual appointments with a content tutor.
What are you looking for help with?

- If you’d like help with paper organization, planning and outlining, grammar, APA, or other writing needs, sign up to work with a **Writing Coach**.

- If you’re interested in developing general writing skills, take a look at our group writing tutorial offerings.

- If you’d like clarification on course content, theories, or other social work related questions, and you are in a 500-level class, sign up to work with a **Content Tutor**.

- If you want to attend a study group led by a current or former MSW student, sign up for a content discussion group.
Choose Length of Individual Appointments

Appointments with a Writing Coach:
- Draft Review (45 minutes): extensive review of APA, grammar and style, organization, basic research, and time management.
- Brief Q-and-A (25 minutes): direct questions answered and discussed, no more than three pages of a draft reviewed.

Appointments with a Content Tutor:
- Draft Review (45 minutes): discussion of concepts and theories from a foundation level course (500 level only).
- Brief Q-and-A (25 minutes): direct questions answered and discussed, no more than three pages of a draft reviewed.

Note: You’ll notice a third type of appointment, the Professor Referral. You will only choose this option if a professor refers you to us.
Select Your Writing Coach or Content Tutor

The system will ask you to choose one specific Writing Coach or Content Tutor or to select “No Preference.” If you choose “No Preference,” you may find more available time slots for meetings than if you select a specific person.

NOTE: Selecting "No Preference" will show all available times and dates with all writing coaches or content tutors for that appointment type.

* No Preference *

Ashley Beene (writing coach)

Ashley Beene is a recent MFA graduate and was born and raised in the great state of Wisconsin. She completed her undergraduate study at University of Wisconsin-Madison. Her thesis at UCR focused on public mourning, bodies, familial relationships, and presence vs. absence.
Selecting an Appointment Time

Once you **sign up for a specific time and date** for your appointment, the system will automatically send you an email confirming it.

![Appointment Date and Time](image)

Booking 45 Minute Appointment with Writing Coach with Maura Roosevelt (writing coach) at Virtual Academic Center (VAC)

TimeZone: US/Pacific

Select Date

Select on Thu, Mar 23, 2017

03:00 PM - 03:45 PM

Click here to join the waitlist for another date/time.
Signing up for the Waitlist

If you are not able to find an available appointment time that works with your schedule, we invite you to sign up for our waitlist. Please choose all days and times you are able to meet to increase your chances of getting a time slot. We will notify you by email if a time opens up.
Cancelling an Appointment

• You can cancel an appointment through the online system by clicking on the link at the bottom of your confirmation email.

To cancel your appointment before the scheduled time, please click https://checkappointments.net/businessWeb/web/manage/Zjrdudz8dL7

If you would like to respond to your writing coach, you can hit 'reply' to this message.

• You must provide 24 hours’ notice when canceling an appointment to avoid taking that time away from another student.
• Appointments cancelled less than 24 hours in advance will be marked as a no-show.
• 3 or more no-shows per semester will result in a hold on your account.
Things to Remember….

• In order to have your paper draft reviewed before your individual appointment with a Writing Coach or Content Tutor, the draft must be submitted to your tutor at least 24 hours before the appointment time!

• To submit the draft, email the tutor you’ll be working with 1) The draft of the paper 2) The assignment instructions 3) Any specific questions or sections of the paper you’d like to focus on.

• Appointments may be scheduled up to 2 weeks in advance. Tutorials may be scheduled up to 30 days in advance.

• A full overview of Learning Support Policies can be found at http://checkappointments.com/book/uscvacmsw