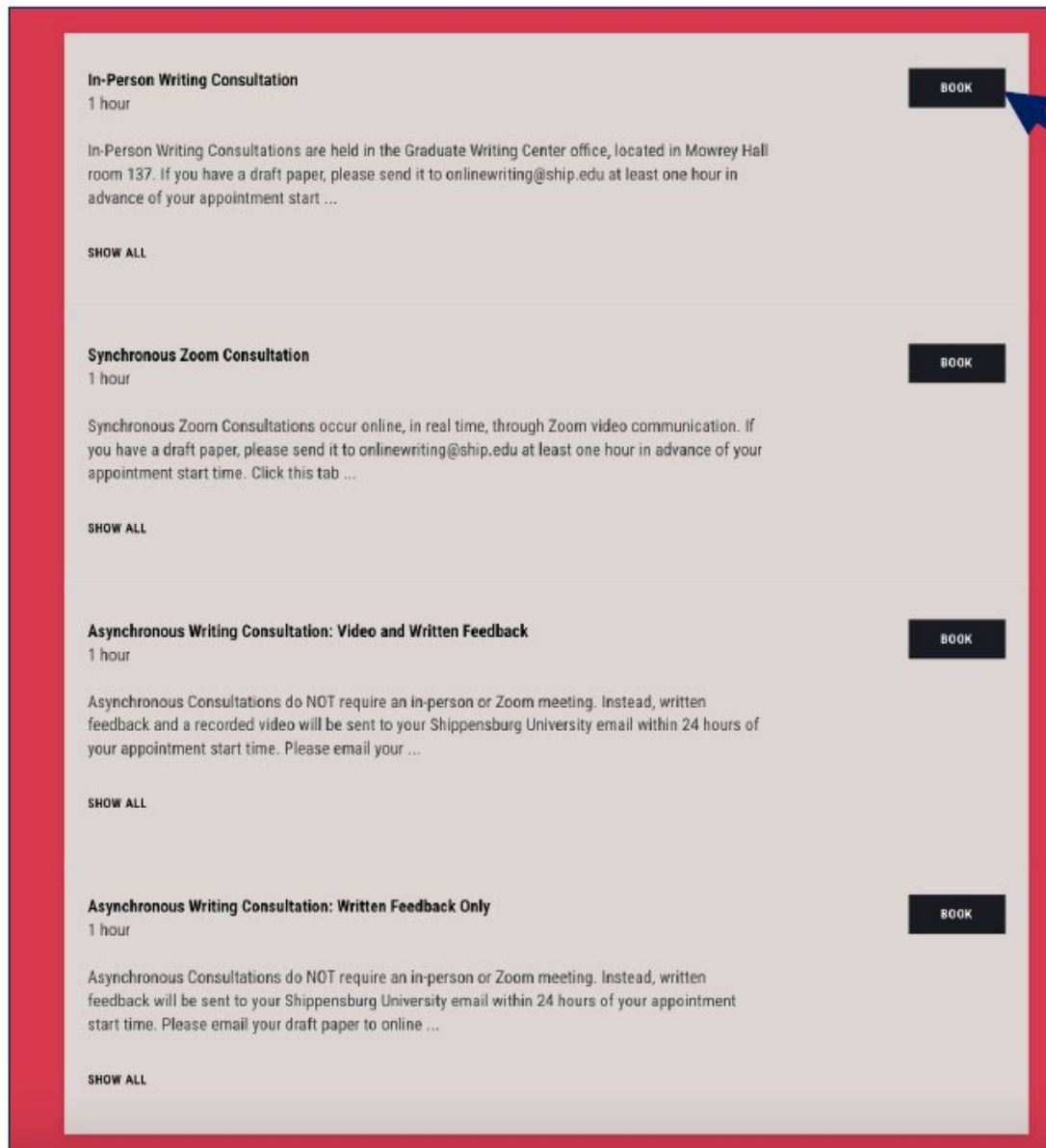


How to Schedule Graduate Writing Consultations

1. Once you are redirected to the Graduate Writing Center scheduling page, you may “sign up” for an account with your email address and password. **Signing up for an account allows you to log in to cancel or reschedule.** We recommend using your Shippensburg University email and checking it regularly. If you already have an account, you can select “log in” instead of “sign up.” You can also schedule without signing up or logging in.

A white modal window titled "Sign up for an account" with a "CLOSE" link in the top left. The text says "Sign up for a scheduling account to save your information for faster booking". It contains three input fields: "EMAIL" with the value "cjconzo@ship.edu", "PASSWORD" with masked characters "*****", and "CONFIRM PASSWORD" with masked characters "*****". Below the fields is a checkbox labeled "I AGREE TO THE TERMS OF SERVICE AND ACKNOWLEDGE THAT I UNDERSTAND THE PRIVACY POLICY". At the bottom is a black "SIGN UP" button. A blue arrow points to the "SIGN UP" button.

2. Select “**book**” next to the **appointment type** that works best for you. The asynchronous appointment types will provide the widest range of availability, but we encourage you to also use in-person and synchronous Zoom options, especially for your first consultation. In-person and synchronous consultations are great for starting an assignment, creating a plan, and working through complex questions. If you are writing a thesis, you are encouraged to email the Coordinator, Crystal Conzo, directly at cjconzo@ship.edu, and she will work with you to ensure that you are receiving consistent, informed support.



In-Person Writing Consultation
1 hour

In-Person Writing Consultations are held in the Graduate Writing Center office, located in Mowrey Hall room 137. If you have a draft paper, please send it to onlinewriting@ship.edu at least one hour in advance of your appointment start ...

[SHOW ALL](#)

Synchronous Zoom Consultation
1 hour

Synchronous Zoom Consultations occur online, in real time, through Zoom video communication. If you have a draft paper, please send it to onlinewriting@ship.edu at least one hour in advance of your appointment start time. Click this tab ...

[SHOW ALL](#)

Asynchronous Writing Consultation: Video and Written Feedback
1 hour

Asynchronous Consultations do NOT require an in-person or Zoom meeting. Instead, written feedback and a recorded video will be sent to your Shippensburg University email within 24 hours of your appointment start time. Please email your ...

[SHOW ALL](#)

Asynchronous Writing Consultation: Written Feedback Only
1 hour

Asynchronous Consultations do NOT require an in-person or Zoom meeting. Instead, written feedback will be sent to your Shippensburg University email within 24 hours of your appointment start time. Please email your draft paper to online ...

[SHOW ALL](#)

The image shows a booking interface with four consultation options. Each option has a title, duration, description, a 'SHOW ALL' link, and a 'BOOK' button. A blue arrow points to the 'BOOK' button for the 'In-Person Writing Consultation'.

3. Select the consultant whom you would like to schedule with. If you do not have a specific consultant in mind, select “any available.” If only one consultant is available, you will be placed with them automatically.

WITH

Any available	SELECT
Abby Long	SELECT
Brad Carr	SELECT
Carissa Matthiesen	SELECT

4. Select a preferred date from the calendar, and then select the time that works best for you. If you cannot find a day and time that works for you, please email us with your availability at onlinewriting@ship.edu, and we will do our best to accommodate.

< April 2024 > Thursday, April 18

TIME ZONE: EASTERN TIME (GMT-04:00)

S	M	T	W	T	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4

11:00 AM 2:00 PM

5. You will be asked to provide your basic information, such as first and last name. If you create an account (see #2), this information should save for you.

YOUR INFORMATION

FIRST NAME*
First name ...

LAST NAME*
Last name ...

PHONE*
Add your phone number to receive an appointment reminder via text message.

 +1

Message and data rates may apply. One message per appointment.

- Please complete the pre-questionnaire to help us understand your requests for the consultation. Remember that we can only review approximately 10 pages per consultation. You can schedule more than one consultation for the same assignment.

Questionnaire for In-Person Writing Consultations

Note: This service is for graduate students only. Undergraduate students should follow the scheduling instructions on ship.edu/learning.

WHAT IS YOUR SHIPPENSBURG UNIVERSITY EMAIL ADDRESS? *

FOR WHICH CLASS ARE YOU SEEKING A CONSULTATION? (IN THIS FORMAT: PLS 501) *

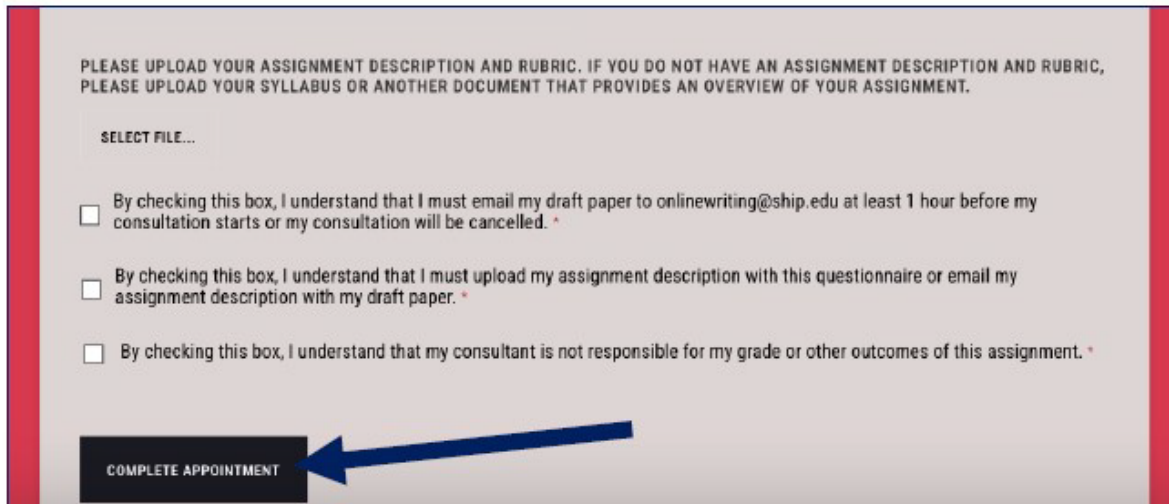
WHEN IS YOUR ASSIGNMENT DUE? (IN THIS FORMAT: 02/21/23) *

APPROXIMATELY HOW MANY PAGES IS YOUR ASSIGNMENT? (NOTE: FOR EACH APPOINTMENT, YOUR CONSULTANT CAN READ APPROXIMATELY 10 PAGES OF WRITTEN TEXT. IF YOU HAVE MORE THAN 10 PAGES, PLEASE PLAN ACCORDINGLY). *

WHAT ASPECTS OF YOUR WRITING WOULD YOU MOST LIKE TO DISCUSS? (E.G., MEETING ASSIGNMENT REQUIREMENTS, ORGANIZING INFORMATION, APA FORMATTING AND CITATIONS, INTEGRATING SOURCES, SENTENCE STRUCTURE, GRAMMAR, REVISING, PROOFREADING, ETC.) *

- Once you complete the questionnaire, select the button that says **“complete appointment,”** and you will receive a **confirmation email** to your provided email address with the appointment date, time, and pre-questionnaire. If you did not upload your assignment materials with your questionnaire (e.g., assignment

instructions, draft paper, and supplementary materials, please email these materials to your consultant via onlinewriting@ship.edu at least one hour prior to your consultation time. Please include your name, consultation date, and consultation time in the subject line to help us keep track of requests (e.g., Jane Doe 5/23 at 4pm).



PLEASE UPLOAD YOUR ASSIGNMENT DESCRIPTION AND RUBRIC. IF YOU DO NOT HAVE AN ASSIGNMENT DESCRIPTION AND RUBRIC, PLEASE UPLOAD YOUR SYLLABUS OR ANOTHER DOCUMENT THAT PROVIDES AN OVERVIEW OF YOUR ASSIGNMENT.

SELECT FILE...

☐ By checking this box, I understand that I must email my draft paper to onlinewriting@ship.edu at least 1 hour before my consultation starts or my consultation will be cancelled. *

☐ By checking this box, I understand that I must upload my assignment description with this questionnaire or email my assignment description with my draft paper. *

☐ By checking this box, I understand that my consultant is not responsible for my grade or other outcomes of this assignment. *

COMPLETE APPOINTMENT

If you have any questions, you are welcome to email onlinewriting@ship.edu or cjconzo@ship.edu, call 717-477-1430, or stop by the Coordinator's office in Mowrey Hall 107.