

Due to the coronavirus pandemic, the Writing Center will be offering distance tutoring only until further notice.

Fall 2020 Procedures for Distance Appointments

- Anyone seeking a Writing Center appointment should log into [WOnline](#) to reserve an appointment.
  - Appointments must be reserved
- Writers should check their WOnline appointment form for Zoom meeting info (see below).

**View Existing Appointment**

The appointment was saved successfully. Continue working with the appointment below or close this window if finished.

**Client**  
Alexis Hackney

**Appointment Date**  
Wednesday, September 16, 2020  
2:00pm to 3:00pm

**Staff or Resource**  
Olivia

**Post-Session Client Report Forms**  
[Add New](#) or [View Existing](#)

**Zoom Meeting Info:**  
<https://emory.zoom.us/j/4133305656>  
Meeting ID: 413 330 5656

One tap mobile  
+14702509358,,4133305656# US (Atlanta)  
+14703812552,,4133305656# US (Atlanta)

Dial by your location  
+1 470 250 9358 US (Atlanta)  
+1 470 381 2552 US (Atlanta)  
+1 301 715 8592 US (Germantown)  
+1 312 626 6799 US (Chicago)  
+1 646 558 8656 US (New York)  
+1 253 215 8782 US (Tacoma)  
+1 346 248 7799 US (Houston)  
+1 669 900 6833 US (San Jose)  
Meeting ID: 413 330 5656  
Find your local number: <https://emory.zoom.us/u/adUajhqPcj>

Join by SIP  
33305656@

**Zoom meeting info**

- Writers are required to share copies of their drafts (and assignment prompts, if available), so that both the tutor and writer can read along together as they work.
  - Writers can attach their documents to their WOnline appointments (see below) or share their documents (via a method both tutor and writer agree upon such as screen sharing or Google Docs) during their Zoom meeting.

## Create New Appointment

**Client**  
  
To select a different client, begin typing a name or email above and then select from the resulting list.

**Appointment Date**  
 Friday, July 31, 2020:  to  [Show REPEAT Options](#)

**Staff or Resource**  
 Olivia (Testing 2020)

**APPOINTMENT LIMITS:** Appointments must be 1 hour in length.  
Zoom Meeting Info:  
<https://emory.zoom.us/j/4133305656>  
 Meeting ID: 413 330 5656

**The Writing Center only supports students, faculty and staff of Emory College of Arts and Sciences (ECAS), Laney Graduate School (LGS), and Nell Hodgson Woodruff School of Nursing (SON).\***

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**This schedule supports file attachments.** To attach a file to this appointment, use the options below. If making a repeating appointment, files will only be attached to the first (this) appointment. **File attachments must be 5MB or less and in one of the following formats: .doc, .docx, .numbers, .odt, .pages, .pdf, .rtf, .txt, .wpd, .wps, .xls, or .xlsx.**

<b>File #1</b>	<b>Document Title</b>	<b>Notify Client?</b> ⓘ
<input type="text" value="Browse..."/> No file selected.	<input type="text"/>	<input type="text" value="No"/>
<b>File #2</b>	<b>Document Title</b>	<b>Notify Client?</b> ⓘ
<input type="text" value="Browse..."/> No file selected.	<input type="text"/>	<input type="text" value="No"/>
<b>File #3</b>	<b>Document Title</b>	<b>Notify Client?</b> ⓘ
<input type="text" value="Browse..."/> No file selected.	<input type="text"/>	<input type="text" value="No"/>

Add documents here

## Fall 2020 Policies for Distance Appointments

Please take the time to thoroughly read the following policies, as they have been adjusted to accommodate the larger demand for distance tutoring appointments. If a policy is not listed below, our standing policy still applies. A full list of Writing Center policies can be found at [http://www.writingcenter.emory.edu/about\\_us/policies.html](http://www.writingcenter.emory.edu/about_us/policies.html).

- **Appointment Cancellations**
  - Writers are required to cancel their appointments **at least 3 hours in advance**.
  - Writers must use WCOOnline to cancel their appointments.
  - Writers may **not** cancel appointments by emailing or calling tutors, the writing center, or writing center leadership.
  - WCOOnline will not allow writers to cancel an appointment less than 3 hours before its scheduled start time.
  - If a writer does not show for an appointment and fails to cancel that appointment 3 or more hours before the start time, that writer will be considered a "no-show."
- **No-shows**
  - Writers are responsible for canceling their appointments via WCOOnline.
  - If a writer fails to show up for a scheduled appointment and has not canceled the appointment on WCOOnline, the writer will be counted as a "no-show."
  - Writers who arrive more than 15 minutes late for an appointment will also be counted as no-shows.
  - Writers with 2 no-shows will automatically be blocked from making appointments for the rest of the semester.
- **Bring a Digital Copy of Your Writing with You**
  - Instead of a hard copy of their writing, writers will be required to share a digital copy of their draft during their Zoom meeting. When possible, writers should also share a copy of their assignment prompt.
- **Recording Distance Tutoring Sessions Is Prohibited**
  - No one may record Emory Writing Center tutoring sessions without the knowledge and expressed written consent of the Emory Writing Center director, the Writing Center staff conducting the session, and the writer.