National University’s Online Writing Center

Begin by going to our scheduler at https://nu.mywconline.com

To get started, you’ll need to register.
Fill in the required fields (marked with an asterisk), then click on Register. Be sure to include your phone number so we can reach you as needed.

After you’ve registered, you can log in with your email address as your username and the password you’ve selected.
Once logged in, you’ll see the schedule, beginning with today’s date. The white boxes indicate available appointments. Click on the appointment that you want.
A new window will open. Enter the required information to tell us about what you want to work on.

**Appointment Limits:** Appointments must be between 30 minutes and 1 hour in length.

**Time:**
- **Wednesday, November 20:** 11:00am to 11:30am

**Client:**
- Search: 
- Select: Grogan, Shareen

**Course:**
- 

**Instructor:**
- 

**Your email address:**
- 

**What would you like to work on today?**
- 

**Admin Options:**
- Walk-In/Drop-In: □
- Missed: □
- Placeholder: □
- Email Client? □

**Buttons:**
- Save Appointment
- Close Window
After you save your appointment, you will receive an email confirming your appointment. It will look like this:

You have successfully made an appointment on 11/20/2013 between 11:00am and 11:30am. The appointment is with Anna.

You can make, cancel, or modify appointments by logging into the scheduling system at https://nu.mywconline.com.

Prior to your appointment, you will receive an email explaining how to join your online meeting. (If you don’t see an email from the Writing Center, check your spam or junk folder to see it was routed there.) If you have a draft to work on, you may email it to writingcenter@nu.edu. So you may get the most out of your appointment time, please be prepared to tell the consultant what you would like to focus on in your time together.

If you have questions, please send an email to writingcenter@nu.edu.

The day before your appointment, you’ll receive a similar email reminding you of your appointment.

A few minutes prior to your appointment, your tutor will email you a link for your online appointment. It will look like this:

Hi,

I’m Matt, the writing tutor for your 25-minute Writing Center appointment today. Before we begin, would you please reply with an email in which you do the following for me?

1. Send me the writing prompt for your assignment.
2. Tell me what you want to focus on during our 25-minute session—what are your questions or concerns?
3. Attach a draft of your paper in .doc, .docx, .rtf, or .txt format.

To get started with our appointment: please meet me at your scheduled time at: https://nu.adobeconnect.com/matt

You can enter as a guest, you do not need an ID or password—simply enter your name when prompted.

(If you do not have reliable access to the internet or would prefer to work by phone, let me know. If you send me a phone number, I’ll be happy to call you.)

Thanks! I look forward to working with you.

Sincerely,

Matt
Online Writing Consultant
When it’s time for your appointment, click on the link that your tutor sent. Enter as a guest.

You may receive a notice like the one below. Please wait for the tutor to grant you access to the room. He may be working with another student.

Be sure to run the Audio Wizard to make sure your microphone and speakers are working properly.
You and the tutor are ready to go!

You’ll be able to talk, chat, and share portions of your document so the two of you can discuss your work.

If you have questions at any time, you can reach us at writingcenter@nu.edu.