Online Writing Walk-In Appointments

Thank you for logging on to wait for a walk-in appointment with one of our online writing staff. Please read the policies below to learn how the process will work.

1. Walk-in appointments will be taken 15 minutes after a student has failed to show up for their scheduled appointment time.
2. After that time, writing staff will check the walk-in list and come to the room to see who is present. Students will be taken on a first come, first served basis. You must have submitted your details on the initial Google Form and also be present and responsive in the Adobe room.
3. You MUST remain in the room to secure a walk-in time. If you leave the Adobe room you forfeit your place and must log back in using the website form.
4. Should a scheduled appointment end early, a staff member will come to the room to work with the student who is first in the queue for the remainder of the available appointment time. Your appointment could be anywhere from 30-15 minutes.
5. Graduate Writing Consultants will first work with graduate students in the walk-in room. If there are no graduate students waiting, they will work with the next undergraduate student on the list.
6. Abuse of any of these policies or procedures will result in limited or blocked access from using this room and/or from scheduling future appointments.

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