

How to Schedule Virtual Writing Tutor Appointments

Because of the pandemic, we are not currently offering face-to-face appointments (except for special circumstances) at the Center for Student Success. Use this guide to learn how to schedule and meet with an SMU writing tutor.

Appointments are booked through LibCal at <https://stmartin.libcal.com/appointments> and tutors use Zoom to meet with you at your scheduled time.

The process: We ask that you only call your Writing Tutor through zoom only at your scheduled appointment time.

1. Go to <https://stmartin.libcal.com/appointments> and click on Writing Tutors from the menu.

The screenshot shows the 'Make an Appointment - Saint Martin's University' page. It features three main steps:

- 1. Select an appointment type & staff member:** A dropdown menu is open, showing 'Writing Tutors' selected. Below it, a list of writing tutors is displayed with radio buttons for selection: 'No preference', 'Abigail (Writing Tutor)', 'Jacie (Writing Tutor)', 'Kendyl (Writing Tutor)', 'Jenna (Writing Tutor)', 'Sydney (Writing Tutor)', 'Katherine (Writing Tutor)', and 'Tia Gass'. A blue arrow points to the 'Writing Tutors' dropdown with the text 'click here'.
- 2. Select Date:** A calendar for October 2020 is shown. The date '19' is highlighted in yellow.
- 3. Select Time:** The date is set to 'Monday, October 19, 2020'. The time zone is 'Pacific Time - US & Canada'. Available time slots are: 9:00am, 10:00am, 11:00am, 12:00pm, 1:00pm, 2:00pm, 4:00pm, and 6:00pm. A 'Continue' button is at the bottom.

2. Choose a tutor from the drop-down box. You can choose a specific tutor by name. If one tutor does not have times available to suit your schedule, return to the list to choose a different tutor. If you have no preference or want to book the first available time slot, choose “no preference.” Please make note of any special requirements for individual tutors. You can find those requirements by clicking on the blue/white **i** if one appears next to the tutor’s name.

Writing Tutors

Our writing tutors can help you with any stage of your writing assignment: brainstorming, organization and structure, drafting, using the correct style (MLA, APA, etc.), and revising. Please bring a copy of the assignment and a rubric (if you have one) to your appointment. Tutoring is available at no cost to Saint Martin's students in many subjects. All tutors are recommended by faculty in their field of study. Peer tutors provide virtual assistance via Zoom

No preference

Abigail (Writing Tutor)

Jacie (Writing Tutor)

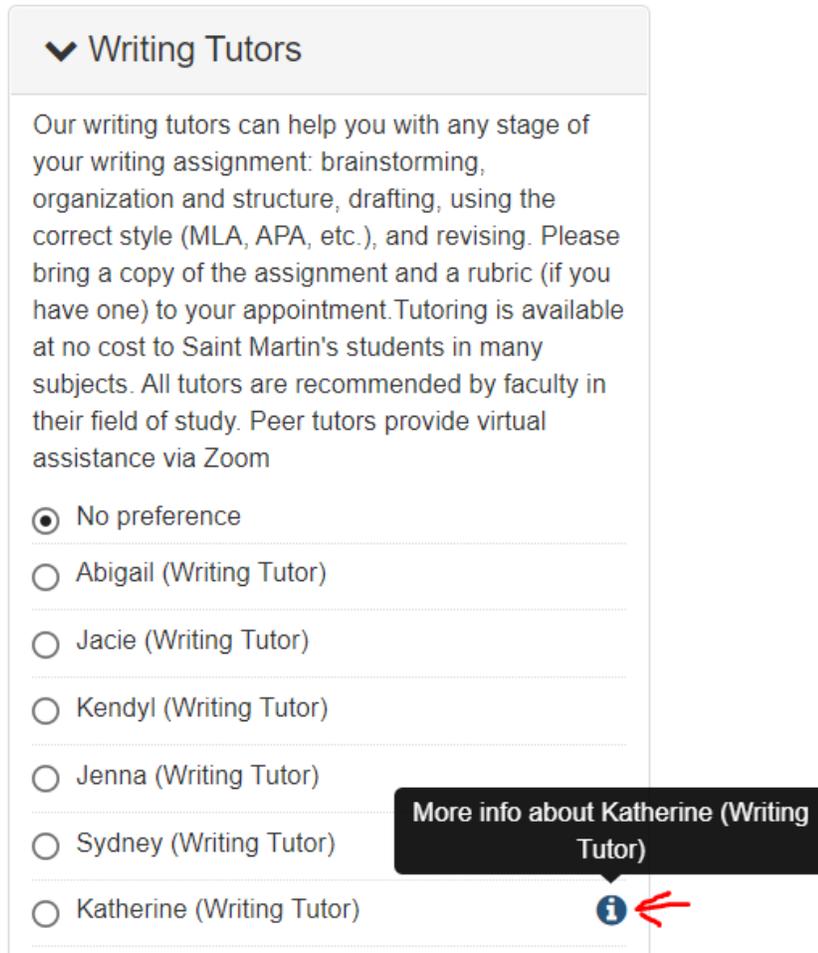
Kendyl (Writing Tutor)

Jenna (Writing Tutor)

Sydney (Writing Tutor)

Katherine (Writing Tutor) **i**

More info about Katherine (Writing Tutor)



3. Enter your name, email, and student ID number in the appropriate boxes and answer the questions about your writing assignment. If you want your tutor to review your paper, upload the document(s) by choosing the file or dragging it into the box. Your tutor will review your document and, if necessary, send it back to the email you listed when booking your appointment with comments and edits. During the appointment your tutor will then discuss your paper with you.

Appointment Details

Location: Saint Martin's University
Appointment with: Abigail (Writing Tutor)
Directions: Zoom virtual meeting
Date: Monday, October 19, 2020
Start Time: 9:00am
Time Zone: Pacific Time - US & Canada

[Change Appointment Details](#)

Your Details * is required

Full Name *

Email *
Enter @stmartin.edu addresses only

SMU ID# and class standing (freshman, sophomore, junior, senior, or graduate) *

How were you referred to the Writing Center (instructor, advisor, friend, self, etc.)?

What is your first language (learned or used at home)?

What course and instructor is this assignment for and when is it due? *

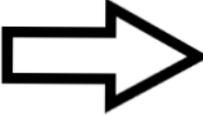
What type of paper is this (creative, report, research, etc.)?

What stage of the writing process are you in (brainstorming, organizing, drafting, revising)?

Did your instructor provide you with an assignment sheet, rubric, or example for this assignment?

What would you most like help with at this stage?

Enter your info above and then drag your document that you would like your tutor to go over to the box on the right to finish click Confirm Appointment

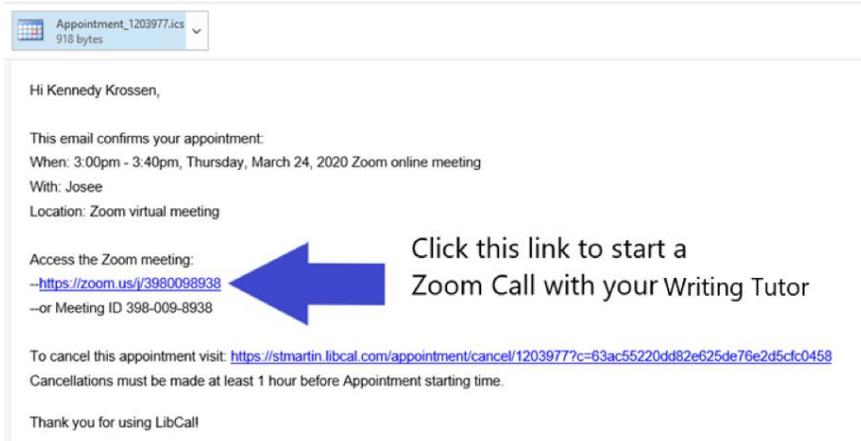


[Clear Files](#)

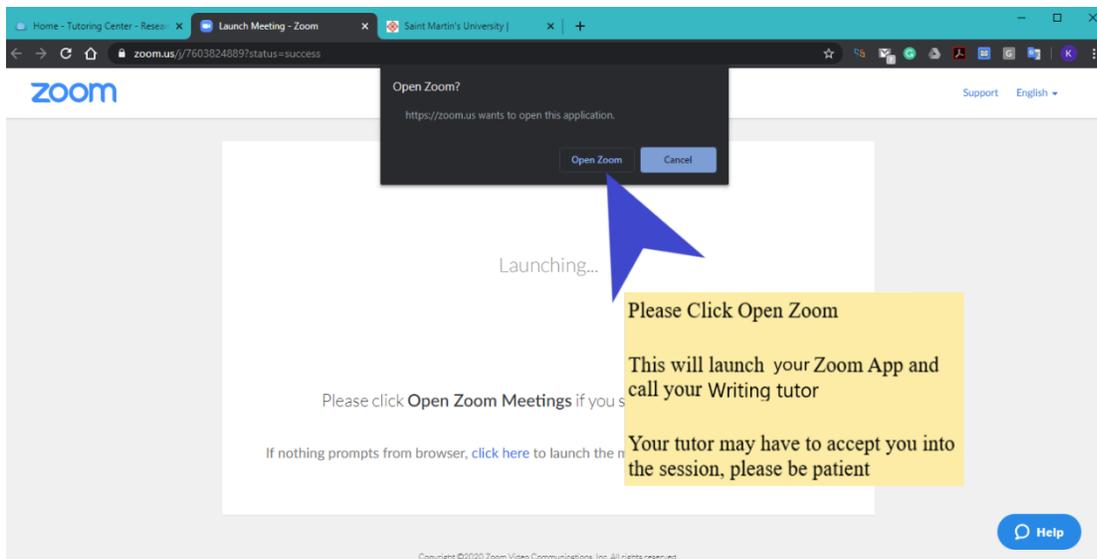
[Confirm Appointment](#)

4. Click "Confirm Appointment" to book your appointment time and send your document to your tutor. LibCal will confirm your appointment in an email like the one shown here.

5. You can save the appointment listed in the email to your calendar.



6. When it is time for your appointment, click the Zoom link that appeared in the confirmation email. The Zoom platform will open and ask to open your Zoom app.
7. When you click “open,” the Zoom app will initiate your call to the tutor you have chosen.



At this point, you will be placed into your tutor’s virtual waiting room. Wait there until your tutor welcomes you into the session. If the tutor is delayed in admitting you, wait for at least 5 minutes before ending the meeting and calling back.

If you are having trouble reaching a tutor or need a special arrangement, please let us know by sending an email to StudentSuccess@stmartin.edu.