

the writing centers at Saint Mary's

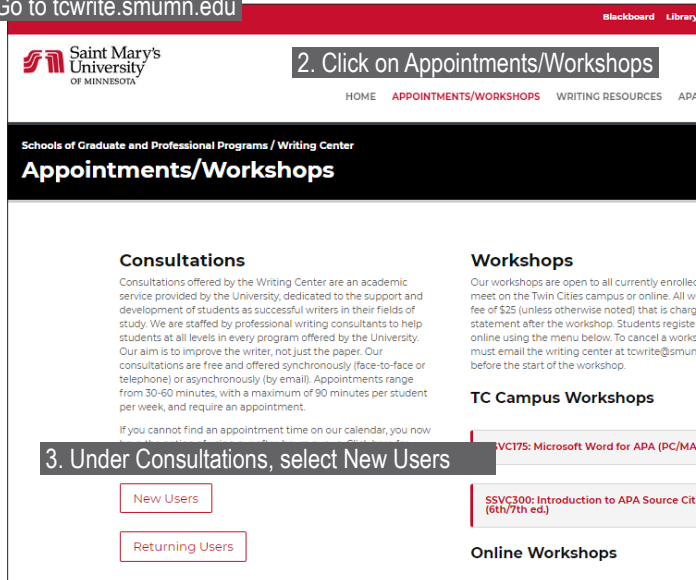
the twin cities

Registering for an Account & Making an Appointment

All consultation services—whether by email, phone or in the Writing Center—require that you make an appointment at least 24 hours ahead of time on our website.

Step 1: Register for an Account

1. Go to tcwrite.smumn.edu



2. Click on Appointments/Workshops

3. Under Consultations, select New Users

4. In the pop-up window, fill out the required information and then click Complete Registration to finish.

Step 2: Make an Appointment

Jun. 24: Monday	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm
Alex Urquhart						
Michelle Herrin						
Stacy Nall Dean						

1. Login and then select an appointment time by clicking on a white space.

3. Attach your paper (in MS Word format) at the bottom of the Create New Appointment form (or at least one hour before your scheduled appointment). Then click Create Appointment.

2. Fill out the Create New Appointment Form.

FAQs and Tips:

- You can have two appointments per paper and up to 90 minutes of session time per week.
- You can't make 15-minute appointments, so check to make sure your selected slot is at least 30 minutes.
- If there are no available time slots that work for you, you can always submit to our Online Queue by clicking on the pink link at the top of the calendar.