



Using the Online Writing Center

The Southwestern College Online Writing Center (SC OWC) is a **free student service** for SC Professional Studies students that provides one-on-one writing consultation with a Faculty Writing Consultant for the purpose of guidance in developing writing skills and/or gaining feedback on an assignment. The SC OWC's goal is to provide writing guidance and support to help learners become stronger and more confident academic writers.

Faculty Writing Consultants are available Tuesday-Saturday to meet online, one-on-one and in real time to consult you on your writing. Consultants can work with you at any stage in the writing process, such as during invention, pre-writing, early draft, or the revision stage of a third draft. The Faculty Writing Consultants are a resource to help you to develop your academic writing skills, and thus, services go well beyond evaluating or proofreading writing.

You can access information about the SC OWC and resources on the [Southwestern College Professional Studies website](#). The SC OWC also has a bank of go-to [handouts](#), as well as [exercises and tutorials](#) available 24 hours a day, even when a live consultant is not available.

Before you meet with a consultant one-on-one, you will need to be properly connected to your Southwestern College email account. All email correspondence with the SC OWC is done through your Southwestern College email account.

1. Go to the Office 365 site: <https://login.microsoftonline.com/>
2. Login with your Southwestern College email account (e.g. your.name@sckans.edu)

Getting Started

Consultations are available Tuesday-Saturday and late in the week appointments fill quickly, so we recommend reserving an appointment early in the week!

1. **Register for an account** – Access the [Southwestern College Online Writing Center](#) to register
2. **Book an appointment** - Once you are registered, log in. In the scheduling window, select the preferred date, click on an available time, fill in the form, and submit.
 - The consultations are set up in 30 minute blocks – you will have a total of 25 minutes to meet with the consultant. Please book appointments early to assure that you will meet any course dictated due-date.
 - Appointments must be booked no less than 24-hours prior to the appointment time.
3. **Complete your questionnaire** - As part of the appointment process you will complete a questionnaire about your writing consultation.
 - Meeting via our Web conferencing software in the SC OWC is most favorable. Please indicate if there is any reason you are unable to meet in an online forum.
4. **Submit your writing** - To your appointment within the scheduling system, please attach the writing you wish to discuss with the consultant no later than 24 hours prior to your appointment.
 - Please submit the writing to be reviewed in a Word compatible format.
 - Please also attach the assignment instructions and grading rubric, whenever possible.



- Documents can be attached when creating your appointment or after the appointment is made but no later than 24 hours prior. Please follow the instructions in the SC OWC.
- Submission of the writing to be reviewed is required 24 hours prior so that the consultant can review and plan the session.
- If a document is not submitted, the appointment will be canceled by the consultant and you will need to reschedule, causing you delay (and possibly a loss of points on an assignment).
- If you are not able to attach the writing within SC OWC due a technical issue, you may email your document to PSWriting@sckans.edu within no more than 24 hours of the appointment. Please specify the name of the consultant you are meeting with.

5. **Confirm your appointment** - You will receive an automated email at your sckans.edu account from the SC OWC appointment system to confirm your appointment and provide instruction on how to connect to the appointment.

6. **Attend your consultation** - On the day of your appointment, gain access through the SC OWC schedule software by clicking on your appointment (yellow box in schedule) and then clicking "*Start or Join Online Consultation.*"

- We will share the screen and discuss the relevant writing issues that will help you to be a more confident writer. Be sure your mic is working and your screen will accommodate the sharing of documents.

If you need to cancel or reschedule an appointment, please do so as soon as possible through the SC OWC appointment system so the appointment time can be available for other students who need or want a consultation.

If you have any questions, please email PSWriting@sckans.edu. The SC OWC looks forward to serving you!