

How To Make A Writing Center Appointment

To make an appointment for the Albright Writing Center (Room #105 in the Center for Computing and Mathematics), please follow these steps:

1. Visit our appointment page at <http://alb.mywconline.com> and then use the blue “First visit? Click here” links to register for an account. ***Even if you have visited us before, you will need to make a new account for the 2011-2012 year due to an upgrade to our system.***
2. Username: Use your full Albright college email address only. Student emails end with @albright.edu
3. ***** If it says “that email is taken already,” then you already have an account.*** Please use the reset password option at the main page to reset your password, or visit us and ask us to help you reset your password.
4. Click an open (white) appointment slot. Each slot is 30 minutes, but you may make a longer appointment if you have a long paper or want to actively practice multiple aspects of writing. Click on an open, white slot and then change the “Start” and “End” times if needed.
5. As requested, type in your instructor’s last name (example: Liberatore), course/purpose (example: ENG 101 or Scholarship Essay) and a brief description of what you want to work on or any other information for the tutor.
6. Click on “Save Appointment.” Your appointment should show up on the schedule in yellow/orange.
7. To cancel an appointment, log in, click on your appointment and scroll down to the bottom of the box where it says “cancel this appointment” in red. Please cancel if you decide you will be unable to make your appointment.

If you have questions or problems making an appointment, please contact writingcenter@alb.edu or visit the Writing Center (office CCM#105) so that the problem can be addressed. Do visit the Writing Center to have a drop-in session even if you are unable to make an appointment. ***** Please arrive at your appointment on time—after five minutes your appointment slot can be given to a waiting student. *** We look forward to seeing you at the Writing Center!**