

How To Make A Writing Center Appointment

To make an appointment for the Albright Writing Center (1st Floor of Administration Building), please follow these steps:

1. Visit Our Appointment Page: Visit <http://alb.mywconline.com> and then use the blue “First visit? Click here” links to register for an account.
2. Log-in Username: Use your full Albright college email address only. Student emails end with @albright.edu (** 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.)
3. Select An Appointment: Click an open, white appointment slot. Each slot is 30 minutes. You may expand the time to have an appointment of 30 or 50 minutes for most of the semester. Click on a white slot and then change the “Start” and “End” times if a longer appointment is desired. Most appointments last about 30 minutes.
4. Give Course Info: As requested, type in your instructor’s last name, course or purpose (example: ENG 101 or Personal Writing), and a brief description of what you want to work on or any other information for the tutor.
5. Save: Click on “Save Appointment.” Your appointment should show up on the schedule in yellow/orange.
6. 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. After two no-shows (without canceling first), your account will be disabled and you will need to meet with the center coordinator to re-enable your account.

If you have questions or problems making an appointment, please contact writingcenter@alb.edu, call (610) 921-7540, or visit the Writing Center (1st floor Administration Building) so that the problem can be addressed. *** **We ask that you 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!

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