

DWOC Studio Guide to making Summer Appointments

During the summer months, the DWOC offers online, synchronous writing support to graduate and undergraduate students on an as-needed basis. **The process for making appointments during the summer is different from procedures during fall and spring.**




How to Make an Online Appointment with Summer Consultant

Appointments with the Summer Consultant are [arranged via email](#). **Requests must be made at least 24 hours in advance to ensure the availability of the consultant at the desired time of your appointment. The Summer Consultant is generally available:**

Monday-Thursday 10am-3pm with occasional evening hours.

1. To make an appointment with the summer consultant, first, [make sure that you are registered with our appointment software](#). **Our appointment software is different from Mount Union's general sign in, so you will have to make a profile if you have never had an appointment before.**
2. Send an email with the following information to dwoes@mountunion.edu:
 - Your name and phone number
 - Desired DATE, TIME and LENGTH of your appointment
 - Brief description of your project, professor name, and what you would like to cover during your appointment
3. Once the Summer Consultant has confirmed the time and date of your meeting, you will receive a notice from WOnline that you have an appointment.

- After the Summer Consultant has confirmed your appointment, you may [log in to our appointment software](#) and find your appointment **highlighted in red on the “Summer Consultant” line**. Click the red box begin your appointment.

Nov. 12: THURSDAY	9:00am	10:00am	11:00am	1
Consultant 1  Face-to-face or online				
Consultant 2  Face-to-face or online				
Graduate Consultant  Online appts. only				

Online Synchronous Consultations

Online appointments are synchronous, meaning that you have to be present during your appointment in order to receive help. You can choose to communicate using a webcam and microphone and/or a chat box. To make the most of your time, we ask that you import the text of your project prior your appointment.

Using a Webcam and Microphone

If you want to use your webcam and internal or external microphone to communicate with your consultant, it is a good idea to ensure both are working properly before your consultation. If you do not have a webcam and microphone, don't worry—you can use the embedded chat box to communicate with your consultant.

Join an appointment and import the text of your project

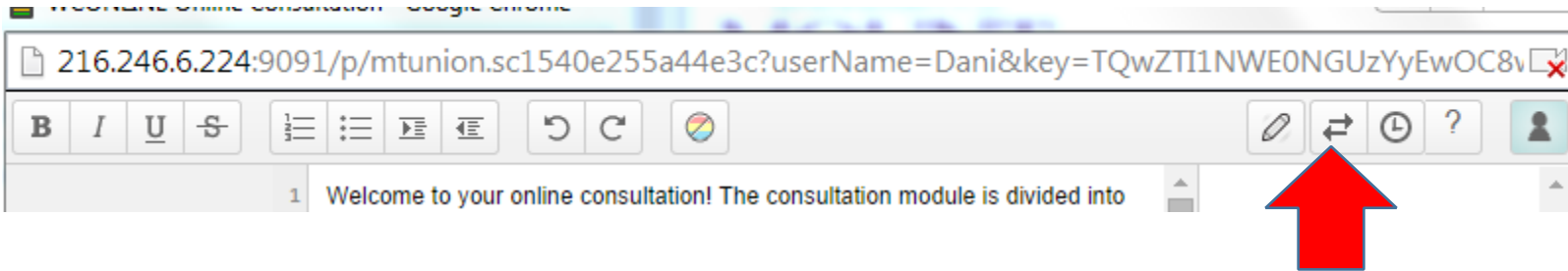
- At any time before your appointment, you can import the text of your project. [Go to the DWOC Studio website](#), click on “Appointments” and log in. Click on your appointment and click **“Start or Join Online Consultation.”**

Time: Monday, September 08: ▼ to ▼

Meet Online? ▼

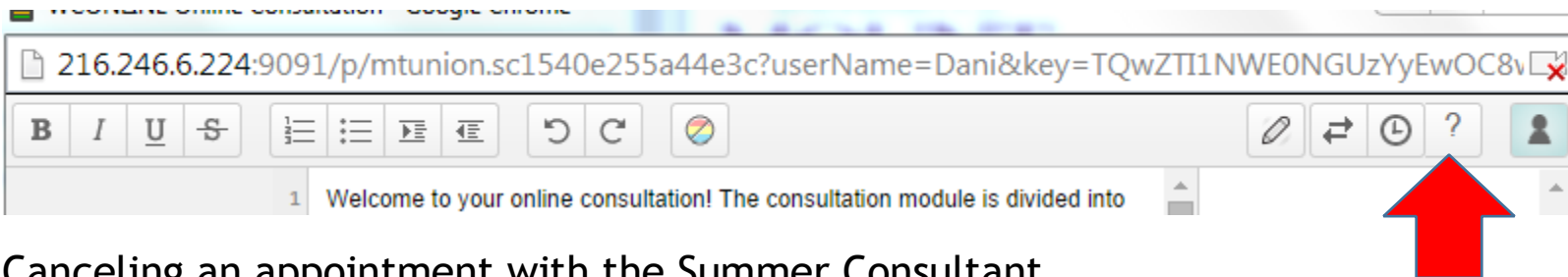
Start or Join Online Consultation

- 2) The online consultation interface will pop up. You will notice a toolbar at the top of the screen. To import the text of your project, click the horizontal arrow buttons below. You can import text from the following file formats: doc, .docx, .rtf, and .txt. When you import, you will see the text of your project appear in the main box. Alternatively, you can copy and paste your text into the workspace.



More Help with Online Consultations

For more information on online interface, [click the ? on the toolbar](#).



Canceling an appointment with the Summer Consultant

If you need to cancel an appointment, please contact dwoes@mountunion.edu. **Do NOT cancel your appointment online. Please cancel at least 2 hours in advance whenever possible.**