

# UVU Writing Center





# Our Mission

The Utah Valley University Writing Center supports writers from across campus in developing writing knowledge, skills, and confidence through a range of programs and services designed to meet the learning needs and preferences of writers from a range of academic, cultural, and linguistic backgrounds.





# Programs & Resources

- The Writing Center includes the main Writing Center, Graduate Writing Center, and Writing Fellows program
- The Writing Center is a free resource available **seven days a week** to students from **all colleges and majors**
- Consultants can assist with **any part of the writing process**, from understanding assignments and getting started to final edits and revision

# Programs & Resources

- Writers can receive individualized support from trained and certified writing consultants **in-person, online,** and via **asynchronous video feedback**
- In-person & online tutorials are **25-or-50-minutes in length,** with 5-10 minutes designated for the **Client Report Form**
- The Writing Center offers **50+ handouts** on a range of writing concepts
- **English language learning support** provided through writing, reading, speaking, listening, and grammar practice





# What to Expect from a Consultation

During a session, writers and consultants work together to

- identify goals for the session
- read and discuss the writer's work
- review or learn writing concepts
- apply and practice writing principles
- plan writing and revision tasks

Although consultants can assist writers with a wide range of topics and tasks, writers and consultants will determine a focus for each session rather than covering everything in a single session.



# Making the Most of Your Visit

## **Schedule Early**

While the Writing Center welcomes drop-in appointments, schedule online to guarantee a time and a location (Fulton Library 208 or online) that works best for you.

## **Come Prepared**

Bring notes and questions about your work, and be ready to participate and collaborate with a writing consultant.

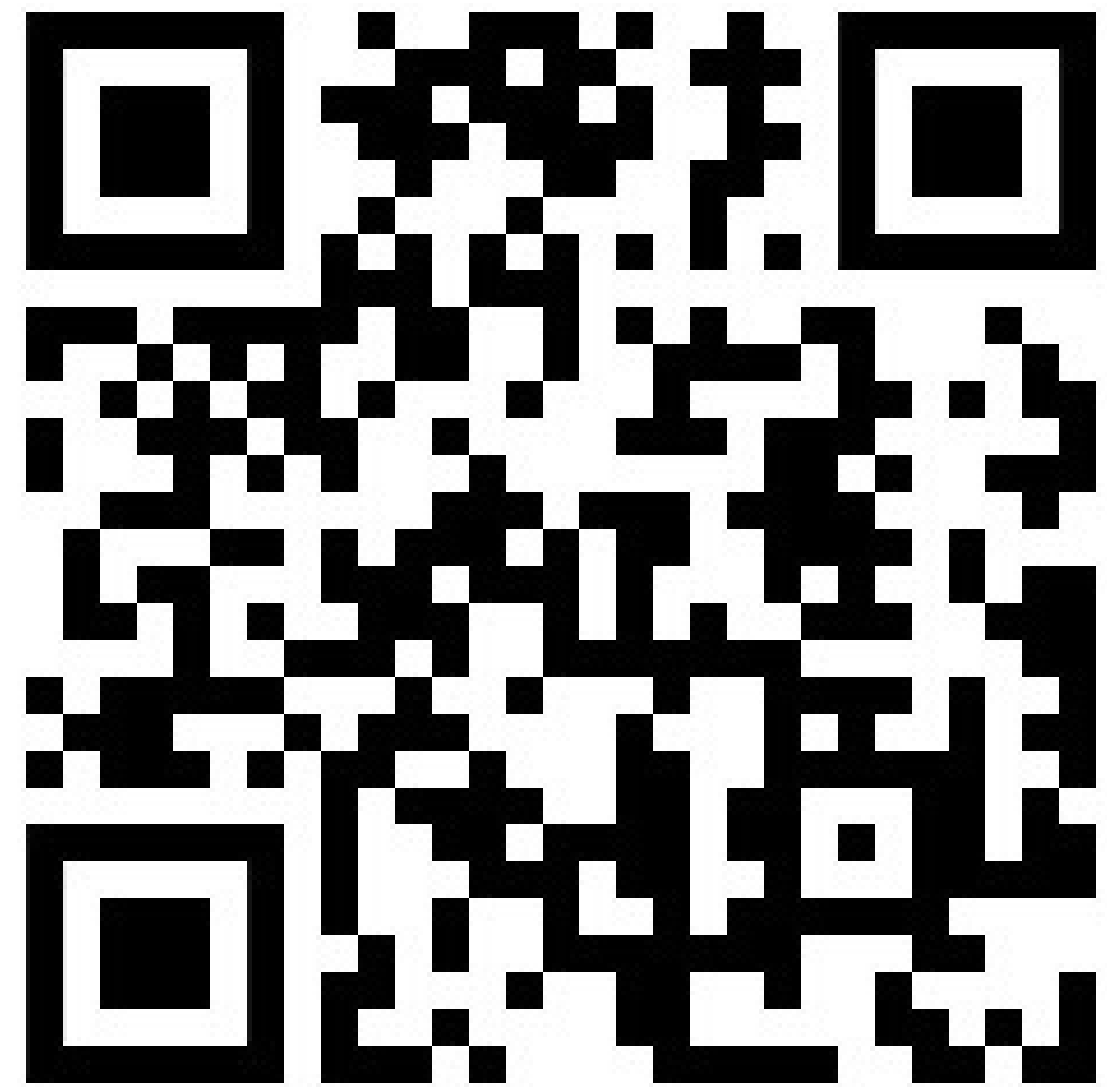
Arrive or login a few minutes early, so you do not miss your appointment.

## **Share Assignments**

Attach your work and assignment guidelines to your appointment, or prepare to share them during your session.

Look for a post-session email outlining what you and your consultant discussed. This can be uploaded for assignment credit.

**To schedule an  
appointment or access  
writing resources, visit  
[uvu.edu/writingcenter](http://uvu.edu/writingcenter)**



# Scheduling an Appointment



# Step 1: Creating an Account

Log in with your institutional username and password by going [here](#). These are the same credentials you use for other institutional services.

Log In

Receiving unwanted texts?  
[Remove your mobile number.](#)

## Welcome to the UVU Writing Center!

**In-Person Consultations (25 or 50 minutes)** take place in FL 208. Most in-person consulting is appointment based, but **drop-in appointments are typically available.**

**Online Consultations (25 or 50 minutes)** take place online. Writers and consultants collaborate in real-time via a shared screen and writing space. At the time of the appointment, the writer should log in, open the appointment, and click on *Start or Join Online Consultation*.

**Video Feedback Consultations (60 minutes)** allow writers to receive flexible, accessible support when they cannot use in-person or synchronous online services. To receive video feedback, writers upload writing assignment guidelines and no more than five pages of their work. Writers identify three specific questions or concerns for a writing consultant to address in a short, personalized video. Writers will receive an email with video feedback within one business day of their scheduled appointment.

If you have any issues making an appointment or registering for an account, don't hesitate to reach out to us by calling 801-863-8936 Monday-Saturday, or emailing [writingcenter@uvu.edu](mailto:writingcenter@uvu.edu) any day of the week.

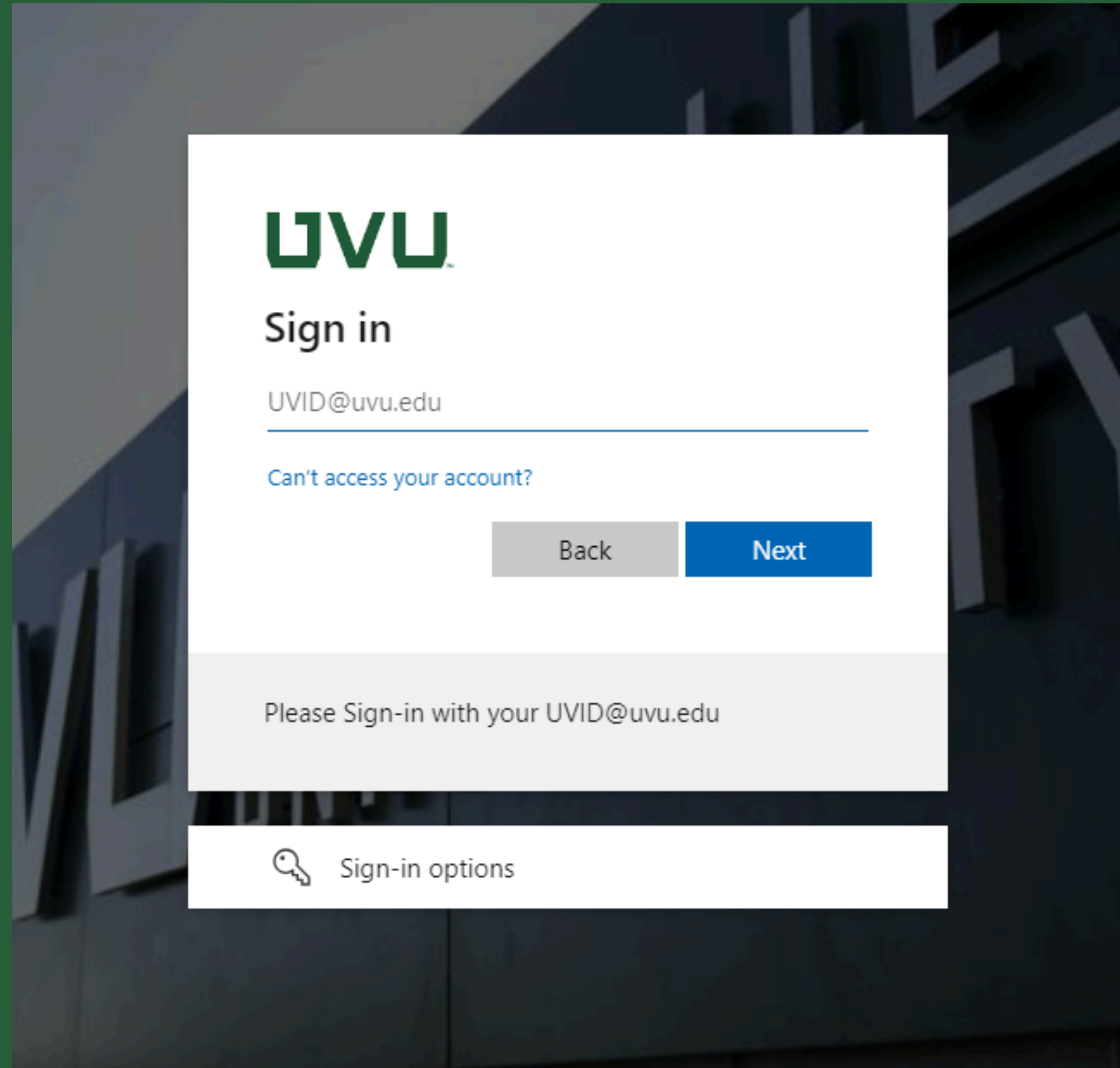
For additional information about our services, visit our website at <https://uvu.edu/writingcenter>.

Creating an account for our website is not necessary. It will simply require you to log in with your UVU Email and Password.

Tip: This main page also includes useful info about appointments!

# Step 2: Log In

To enter our appointment database, fill out your credentials to log in.

A screenshot of the UVU Sign in page. The page features the UVU logo at the top left, followed by the text "Sign in". Below this is a text input field containing "UVID@uvu.edu". A blue link "Can't access your account?" is positioned below the input field. At the bottom of the form area are two buttons: a grey "Back" button and a blue "Next" button. Below the form area, a grey bar contains the text "Please Sign-in with your UVID@uvu.edu". At the very bottom, a white bar contains a key icon and the text "Sign-in options".

**UVU**


Sign in

UVID@uvu.edu

[Can't access your account?](#)

Back Next

Please Sign-in with your UVID@uvu.edu

 Sign-in options



# Step 3: Find an Appointment

After logging in, select your preferred date and time for an appointment and the type of consultation you want (in person, online, or video feedback).

## Writing Center - Fall 2023

August 23 to December 15, 2023

Welcome to the Writing Center's main schedule. **Use this schedule for Writing Center and Graduate Writing Center appointments.** To schedule with Writing Fellows, select *Writing Fellows - Fall 2023* from the drop-down schedule menu.

**Welcome, Demo!** Use the options below to find and make an appointment or to view and work with existing appointments.

### Find an Appointment

**As you search for an appointment, note the scheduling limits currently in place on this schedule:**

- 2 appointments (or 60 minutes) per day;
- 3 appointments (or 180 minutes) per week;
- and, no appointments less than 10 minutes before the appointment's starting time.

**Preferred Appointment Date:**

10/09/2023 

**Preferred Appointment Time:**

9:00 am 

**I would like to make an appointment for**

Any Available 

**Meeting Type:**

Any Available 

[Find Appointments](#)

If you would prefer to see the entire calendar, [view the calendar display](#) (or [update your 'system preferences'](#) to default to the calendar display).

### Today's Appointments

You do not have any appointments on the schedule for the selected date.

Below are the other dates on which you have appointments on this schedule.

**Select a date to view the appointments on that date.**

-- please select -- 

# Step 3: Find an Appointment



If you have a match exactly how you requested, it will be shown at the top

**Writing Center - Fall 2023** Waiting List Start Over  
August 23 to December 15, 2023

**Thursday October 12, 2023**

**Perfect Match**  
9:00 am  
Jessica C.  
[Reserve](#)

**Perfect Match**  
9:00 am  
Marin M.  
[Reserve](#)

**Perfect Match**  
9:00 am  
Gabby  
[Reserve](#)

**Perfect Match**  
9:00 am  
Asmaa  
[Reserve](#)

The following openings are close, but not exact, matches to your inquiry. Review the options below to see if one of them meets your needs or [start your search over with different parameters.](#)

**9:30 am**

**Close Match**  
Jessica C.  
This opening meets all of your search criteria except for appointment time.  
[Reserve](#)

**Close Match**  
Marin M.  
This opening meets all of your search criteria except for appointment time.  
[Reserve](#)

**10:00 am**

**Close Match**  
Nick  
This opening meets all of your search criteria except for appointment time.  
[Reserve](#)

**Close Match**  
Gabby  
This opening meets all of your search criteria except for appointment time.  
[Reserve](#)

**10:30 am**

**Close Match**  
Nick  
This opening meets all of your search criteria except for appointment time.  
[Reserve](#)

**Close Match**  
Gabby  
This opening meets all of your search criteria except for appointment time.  
[Reserve](#)

However, if what you requested is not available. We will offer some other close options





# Step 4: Create an Appointment

**Create New Appointment**

Wednesday, Oct. 11, 2023 | 9:00 am to 9:30 am

Brodie | Writing Center - Fall 2023

**APPOINTMENT LIMITS:** Appointments must be between 30 minutes and 1 hour in length.

**Meet Online?**

No. Schedule **In-Person Meeting** appointment.

Yes. Schedule **Online Live Meeting** appointment.

If you choose an online live meeting appointment, log back in to this website with enough time to arrive at the start of your appointment. Then, open this appointment and click "Start or Join Online Appointment."

**Appointment Details**

Questions marked with a \* are required.

**I am working on \***

**What would you like to focus on in your session? (Select no more than 3) \* (check all that apply)**

- Understanding Assignment Guidelines
- Prewriting/Brainstorming/Outlining
- Audience/Tone
- Focus/Thesis Statement
- Introduction/Conclusion
- Organization/Structure
- Argument/Evidence
- Research Strategies
- Paraphrasing/Quoting/Summarizing
- Analyzing/Synthesizing
- Citing Sources/Avoiding Plagiarism

Click “Reserve”, and a page will populate to create your appointment. Fill out the information.

Once you click "Create Appointment," you have successfully reserved a writing consultation appointment at the Writing Center!

# Step 5: Arriving for Appointments

## Writing Center - Fall 2023

August 23 to December 15, 2023

Welcome to the Writing Center's main schedule. Use this schedule for Writing Center and Graduate Writing Center appointments. To schedule with Writing Fellows, select *Writing Fellows - Fall 2023* from the drop-down schedule menu.

Welcome, Demo! Use the options below to find and make an appointment or to view and work with existing appointments.

### Find an Appointment

As you search for an appointment, note the scheduling limits currently in place on this schedule:

- 2 appointments (or 60 minutes) per day;
- 3 appointments (or 180 minutes) per week;
- and, no appointments less than 10 minutes before the appointment's starting time.

Preferred Appointment Date:

10/09/2023

Preferred Appointment Time:

9:00 am

I would like to make an appointment for

Any Available

Meeting Type:

Any Available

Find Appointments

If you would prefer to see the entire calendar, [view the calendar display](#) (or [update your 'system preferences'](#) to default to the calendar display).

### Today's Appointments

You do not have any appointments on the schedule for the selected date.

Below are the other dates on which you have appointments on this schedule.

Select a date to view the appointments on that date.

-- please select --

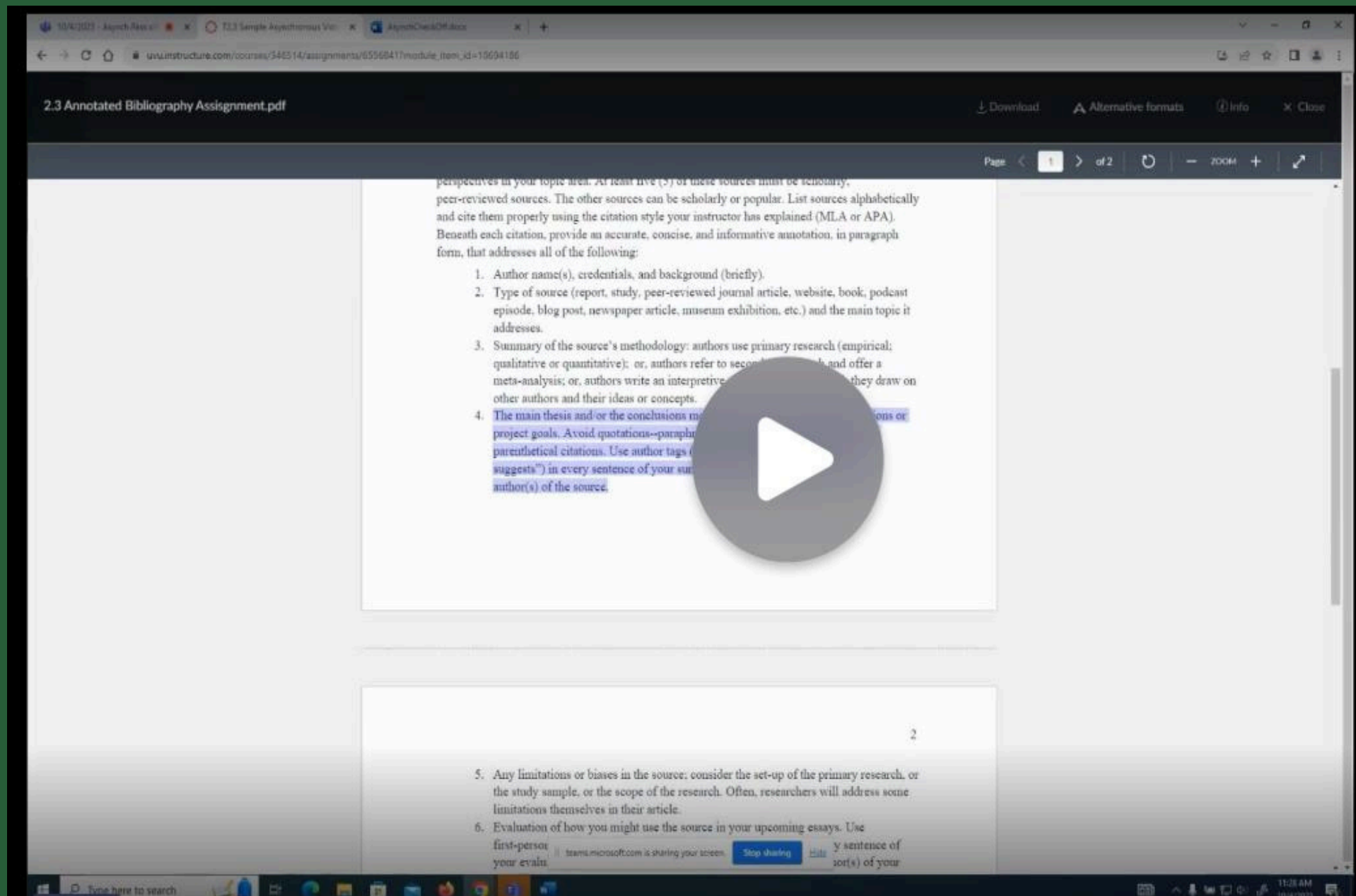
In addition to receiving reminder emails, your scheduled appointments will populate here!

For online appointments, select your appointment, and press “Join Online Consultation”.

For in-person appointments, come to the Fulton Library room 208 a few minutes before your appointment.



# Step 5: Asynchronous Appointments



You will not meet for asynchronous video feedback. Instead, the writing consultant will review up to five double-space pages of your work and provide limited written and video feedback on the 1-2 questions or areas of concern you selected when reserving the appointment.

Make sure you are logged into your UVU account to watch the personalized video feedback.

# Step 6: After your Appointment

## Utah Valley University Writing Center Report

**Client:** Demo Account

**Staff or Resource:** Maren

**Date:** October 10, 2023, 10:00 am - 10:30 am

**Main Discussion Topics (Select no more than 3):** Organization/Structure; Analyzing/Synthesizing; Sentence Structure/Grammar/Punctuation;

**Writing Consultant:** Maren

**When is this writing assignment due? :** Today;

### Revision Plan and Resources Discussed:

*This is a demonstration of what may be included in this section of the Client Report Form.*

Hi Demo!

Thanks for making an appointment with the Writing Center today, it was a pleasure working with you. Moving forward, make sure to complete those steps of your revision plan and set up enough time to make your revisions before you need to submit your assignment.

Thanks!

### Session Summary:

*This is a demonstration of what may be included in this section of the Client Report Form.*

In our session today, we worked through the following:

- Assignment Guidelines
- Reading Out Loud
- Developing a Revision Plan

Following your appointment, the writing consultant will send you a summary of your session via email.

You can use this summary as a reminder of what you plan to work on and as proof of your visit of the Writing Center



# Questions?

Also, see [Frequently Asked Questions \(FAQ\)](#) on our website.

**For additional  
Educational Support  
Services (ESS), visit our  
partners in the Math Lab  
& Academic Tutoring.**





# Thank you

We look forward to working with you

Fulton Library 208

[uvu.edu/writingcenter](http://uvu.edu/writingcenter)

[writingcenter@uvu.edu](mailto:writingcenter@uvu.edu)