

University Writing Center

Writers Helping Writers

Room 133 • Academic Commons • I. D. Weeks Library
Phone 605-677-5626 • Email wcenter@usd.edu
Writing Center web site: <http://www.usd.edu/writingcenter>



UNIVERSITY OF
SOUTH DAKOTA

HOURS FOR FALL 2017:

August 28th-September 8th: Monday 9-5; Tuesday 9-5; Wednesday 9-9; Thursday 9-5; Friday 9-3

Sept. 11th-Dec. 5th: Monday through Thursday 9-9; Friday 9-3; Sunday 5-9

Hours listed are central standard time and are subject to change. We are closed on university breaks and holidays.

Online Writing Center for USD distance students: log into D2L and submit writing in the dropbox

You can also Skype with us: usdwritingcenter01 (email wcenter@usd.edu to request a Skype appointment)

"What is the Writing Center?"

The Writing Center is a place where writers can get help on all aspects of their writing, from developing ideas to revising and polishing their pieces. This free service is available to students, faculty, and staff at the University of South Dakota.

"What happens in a session at the Writing Center?"

Bring your writing and any assignment instructions that your instructor may have provided. After reading through your writing and viewing the assignment together, we'll discuss your concerns. We'll spend a lot of time talking, but it's also likely that you'll do some writing. We may direct you to further resources at the end of a session. The questions our consultants ask will show you how your writing is coming across to the reader; the skills they teach you will help you to communicate your ideas more clearly and effectively.

"What if I haven't started writing yet? I'm stuck and don't know what to write!"

Even if you haven't begun writing yet, our writing consultants can help you develop a focus and a plan for your writing so that you *can* get started. Once you've developed a draft (even if the draft isn't done), you are welcome to come back and get additional assistance.

"Do you help with other kinds of writing?"

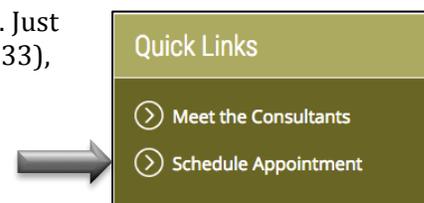
We assist with all kinds of writing: academic essays; homework that involves writing; MA theses and dissertations; and other kinds of writing, such as short stories, poems, résumés, reports, and business documents. We also help writers with integrating sources and avoiding plagiarism, as well as using documentation styles (APA, MLA, Chicago, and so on).

"Can you fix my grammar, spelling errors, and typos?"

Although the Writing Center doesn't proofread or edit writers' papers, we do help writers develop proofreading and editing skills. In other words, we help you learn how to identify problem areas in your writing and come up with strategies for revising and editing. Our goal is to support your long-term development as a writer, giving you new skills to use in future writing projects.

"How do I make an appointment? Can I just stop in without making an appointment?"

While we welcome walk-ins, we do recommend making an appointment. Just call 677-5626, email wcenter@usd.edu, visit the Writing Center (room 133), or go to <http://www.usd.edu/writingcenter> and select "Schedule Appointment" (make sure you're logged into the myUSD Portal first). Make a 30-minute or 60-minute appointment. USD students taking distance courses can log into D2L and visit the Online Writing Center or request a Skype appointment (email wcenter@usd.edu).



How to Schedule an On-Campus Writing Center Appointment

1. Log into the myUSD Portal at www.usd.edu.



2. Go to www.usd.edu/writingcenter, scroll down on the left side to Quick Links, and select "Schedule Appointment."

Quick Links

- Meet the Consultants
- Schedule Appointment

3. On the Coyote Connections (EAB) screen, on the right, select the button "Schedule with Writing Center."

Schedule an Appt

Schedule with Writing Center

4. Under Schedule Tutor Appointment, select Writing Center in the first drop-down menu and an option (reason) in the next drop-down menu. Select Next.

To help you find a time, please tell us why you'd like to see someone.

Writing Center

Choose from the following options and click Next.

-- please select one --

-- please select one --

- Brainstorm/Topic Exploration
- Citation Style (APA, MLA, etc)
- Consultant Presentation
- ELL/ESL Conversation

5. In the next screen, select the location (Writing Center) in the first drop-down menu and, if you prefer, a consultant (if you don't prefer a specific consultant, just click on the Next button).

What location do you prefer?

Writing Center

Which tutor? You may select more than one.
If you don't have a preference, just click Next.

Gannon, Michelle

Tuttle, Kerstin

- a. **TIP:** Not selecting a consultant will give you more days and times to choose from for an appointment.

6. On the Appointment Times This Week screen, each day is broken into blocks for morning, afternoon, and evening; when times are available, the block is blue. As shown, four time slots of a half hour each are available Wednesday afternoon, six on Thursday afternoon. If you need an appointment for a later date, select the blue forward arrow ➤. *Note:* ignore the message in yellow, as consultants who do not have appointments are automatically available for walk-in visits.

Appointment Times This Week

25	Wed, Jul 26	Thu, Jul 27	Fri
	Morning N/A	Morning N/A	Mo
	Afternoon 4 Available	Afternoon 6 Available	Afte

View the times you can see a staff member without an appointment.

View Walk-in Times or Request Tutor Appointment

7. Select the desired block; a drop-down menu will appear with specific times. Choose a time. Then, click on Next.

Wed, Jul 26	Thu, Jul 27	Fri
Close	Morning N/A	M
12:00pm		
12:30pm		
1:00pm	Afternoon 6 Available	Aft
1:30pm		

8. The Appointment Details screen will appear. If you would like an appointment reminder, select "Send Me an Email" and/or "Send Me a Text." Then select **Confirm Appointment**.

Would you like to set a reminder?

Send Me an Email Send Me a Text

9. If you would like to schedule a 60-minute appointment, repeat the steps above. (You may sign up for two time slots per day.) When done, log out.

If you need additional help making an appointment: Please stop by the Writing Center, room 133, Academic Commons (I. D. Weeks Library). You can also call 605-677-5626 or email wcenter@usd.edu. *Thank you for your interest in the Writing Center.*