Student Instructions for Making an Appointment for a Conference at the Writing Center

From May 13-May 22, 2007, the Writing Center will be conducting conferences by appointment. (Walk-in conferences may be conducted if there is a cancellation.) Please forward the following instructions to your students and ask them to make appointments this week for upcoming conferences:

1. Go to the Online Time Management System at http://pacs.aucegypt.edu/otm/.
2. Select “Enter Student Page.”
3. Select WcenterTutor 1, WcenterTutor 2, WcenterTutor 3, WcenterTutor 4, or WcenterTutor 5.
4. Select the date for the appointment by clicking the arrow for the pull-down box in the upper right corner. Right click on the date of your choice. (Note: If you cannot find the time and date you need, select another tutor.)
5. Select the time for the appointment by clicking the arrow for the pull-down box in the center of the page. Right click on the time of your choice.
6. Type your full name in the box next to the time of your choice.
7. Verify the date and time first and then click “Sign Up.”
8. Write down your appointment time and date in your calendar.
9. Arrive at the Writing Center at least five minutes before your appointment. (Note: Appointments will be cancelled after 5 minutes and a walk-in appointment may be accepted.)
10. Students are allowed only two appointments per week only, and any additional reservations made will be automatically canceled.
11. If all appointments are taken, students may wait in the Center for a cancellation.
12. If you need assistance making or canceling an appointment, please contact Writing Center staff at 797-6324 or in person at #5 Youssef El Guindy, 2nd level (above AUC Clinic).