

THE WRITING ASSISTANCE CENTER AT BHSU

Consultations for Distance and UCRC Students



Fall and Spring Hours:
Monday-Thursday 10:00 a.m.-8:00 p.m.
Friday 9:00 a.m.-3:00 p.m.
Sunday 2:00 p.m.-8:00 p.m.

We help at *any* stage in the writing process.

Phone consultations and online sessions are available for our BHSU distance and UCRC students! Schedule a session through the appointment application at www.BHSU.edu/WritingCenter or call us directly at 605-642-6922. When you fill out the appointment form, be sure to attach your draft and detail your goals for the session.

FREQUENTLY ASKED QUESTIONS:

• **How early do I need to request an appointment?**

Because online and phone sessions take time to coordinate, and because we want to be sure we can give you the best service possible, please try to request your appointment at least 24 hours in advance.

• **If I request a consultation, how long will it take?**

A writing consultant will contact you within 24 hours of your request with an appointment time; *please allow additional time when we are closed over weekends and holidays*. Depending on your needs, online and phone sessions can be up to 60 minutes long, and subsequent appointments can be arranged if more help is needed.

- If you have requested a *phone consultation*, the writing consultant will call you directly using the phone number provided on the appointment form.
- If you have requested an *online appointment*, you will receive an email with a live link that will take you to your chatroom in Collaborate. If it is your first time using Collaborate, the email will also include a link to a site that will check your computer to make sure it has a support version of Java. You will also be able to join a configuration room to test your connection, settings, and configure your audio. If after this process you discover you do not have a mic, be sure to let your consultant know in the chatbox at the start of your session.

• **I just have a quick question. Do I need to make an appointment?**

Not necessarily. Give us a call at 605-642-6922 or email us directly at WritingCenter@BHSU.edu. If a consultant feels that a formal appointment will be helpful, that will be suggested.

• **What if I no longer want my appointment or cannot make my requested session time?**

Please call us immediately to cancel or reschedule an appointment. Please also be on time for your online appointment or available at the start of your phone consult. Consultants will only hold session slots for 5 minutes.

Questions? Contact us at WritingCenter@BHSU.edu, or call us directly at 605-642-6922.