



WAYNESBURG UNIVERSITY

Writing Center

Writing Center Frequently Asked Questions

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Where is the Writing Center? When is the Writing Center open?

The Undergraduate Writing Center (UWC) is located in Room B16 on the bottom floor of Eberly Library. The UWC is open during the fall and spring semesters and is closed for all university breaks and holidays.

The Graduate Writing Center (GWC) offers asynchronous, e-tutoring appointments for students enrolled in graduate, RN to BSN, online degree completion, or professional studies programs through [WCOonline](#). The GWC is open year-round.

How can I make an appointment?

We use an online scheduling platform called [WCOonline](#) for all appointments. If you've never visited the Writing Center before, you'll first need to [register for an account](#).

Undergraduates can schedule face-to-face, online, or Etutoring appointments by selecting the schedule called "WC (Term) (Year)." Students enrolled in a graduate, RN to BSN, professional studies, or online degree competition program can schedule Etutoring appointments by selecting the "WC Etutoring" schedule.

- Register for an account: <https://waynesburg.mywconline.com/register>
- Schedule an appointment: <https://waynesburg.mywconline.com/>

Who works in the Writing Center?

Our staff consists of two writing center administrators and a staff of peer writing consultants. Our peer consultants represent a variety of disciplinary backgrounds, and all are strong writers who have completed an extensive training program.

Can I drop off my paper to be proofread?

Writing Center consultants do not review or correct papers without the student author's interaction. Instead, we aim to help students become stronger writers by discussing and modeling writing techniques. You'll need to participate in the process by making corrections, taking notes, and asking questions.

Should I visit right before my paper is due?

Ideally not! We encourage writers to visit early in the writing process, so you have plenty of time to incorporate ideas and techniques discovered during the appointment. Our surveys show that students find visiting during the brainstorming stage to be most beneficial, especially when a follow-up visit during the drafting stage occurs. Of course, you may always come in for an additional touch-up session right before your paper is due.

Visit the Writing Center at any stage of your writing process to:

- Interpret assignment prompts
- Generate topics
- Organize material
- Tighten structure
- Minimize grammatical or mechanical errors
- Explore unfamiliar genres
- Review MLA, APA, CMOS, and other citation styles
- And more!

What should I bring to my appointment?

For an in-person appointment, bring the writing assignment you'd like to work on, your professor's prompt, and any other materials you're using to write this assignment. For example, if you are writing a lab report, bring the notes you made while performing the experiment. For an online or asynchronous appointment, upload a Word document with your draft as well as the assignment prompt and/or rubric.

What happens during my face-to-face appointment?

You'll be greeted by a writing consultant and invited to have a seat at one of our tables. You'll discuss your assignment, and you and your consultant will establish goals for the session (e.g., review APA citation). Appointments are structured like conversations, so your consultant will offer reader's feedback, ask questions, and model strategies you can use.

To make sure that your work remains your own, consultants are not allowed to write on your paper or edit for you. Be prepared to take notes or make any changes. At the end of your appointment, your consultant will summarize your discussion, and you'll be asked to complete a short survey about your session. If your appointment is part of a class assignment, your consultant will email your professor that you've visited.

What happens during my asynchronous, Etutoring appointment?

After you upload your paper to an appointment on the Etutoring schedule, a professional writing consultant will review your work and add suggestions and/or instruction on your paper in marginal comments. You'll receive a report via email that overviews your feedback. If your appointment was required, the consultant will copy your program's chair or direction on your feedback summary. You can retrieve your paper and any additional resources uploaded by your consultant by logging into WCONLINE, going into your appointment, and scrolling to the bottom of the form.

Since appointments are asynchronous, they do not occur during the hour you've scheduled, and there's no need to be present online during that time. While we typically respond within one to three days, it may take us up to seven business days to respond during heavy submission periods.