

## Quick Guide to Drop-in Appointments

**When & Where?** 2-4pm (Monday - Friday) in the Writing Centre

**How do I book an appointment?** You will need to sign up in person at the Writing Centre (at 2pm) the day you wish to have an appointment. Unlike our regular appointments, drop-in appointments cannot be booked online.

**How long will the appointment be?** The length of drop-in appointments vary depending on the demand that day. An average appointment length is 20 minutes.

**What can we work on at my appointment?** You're welcome to bring writing at any stage: bring questions, brainstorming, outlines, rough drafts or nearly finished drafts. We can accommodate you at any point in the writing process, just don't forget to bring your assignment sheet with you!

Keeping in mind the shorter appointment times, please come with specific questions prepared, or specific sections of text you'd like to work on.

**What happens if all appointment are booked?** Sometimes we are unable to accommodate all students within our drop-in hours, if this is the case you can book a regular 30 minute - 1 hour appointment through [ecuad.mywconline.com](http://ecuad.mywconline.com) or come back the following day for drop-ins.