

Quick Guide to Online Drop-in Appointments (Fall 2020)

How do drop-ins work?

Drop-ins are a daily timeslot of unbookable appointments on our schedule where students can meet with a tutor online in a Zoom room. They are first come, first served, so you may have to wait for your turn.

How can I use drop-ins?

1. To find the Zoom meeting room, you simply log into our booking site at ecuad.mywconline.com (using your ECUAD webmail credentials) and locate the daily drop-in appointments link near the top of the schedule. A drop-in tutor will be available ONLY during the drop-in hours listed on the schedule so click the link only then!

2. You will enter a virtual waiting room. The drop-in tutor will know you have entered and, as soon as they are able, will give you an estimated wait time via a chat message (you won't be able to respond, but you will see it pop up on the righthand side of the waiting room window). Please be patient as the tutor is likely working with another student.

3. Keep the waiting room window open while you work on other things on your computer—the Zoom window will move to the front of screen when your tutor is ready to meet.

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.

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 appointments through ecuad.mywconline.com or come back the following day for drop-ins.