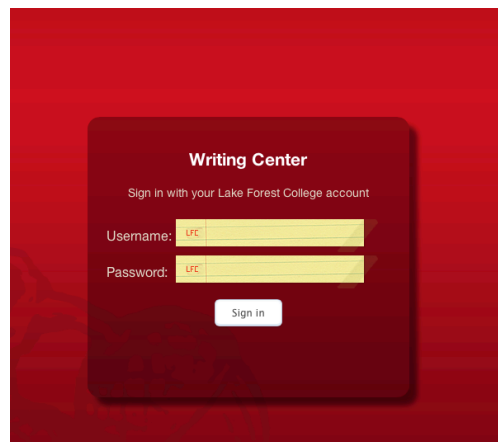
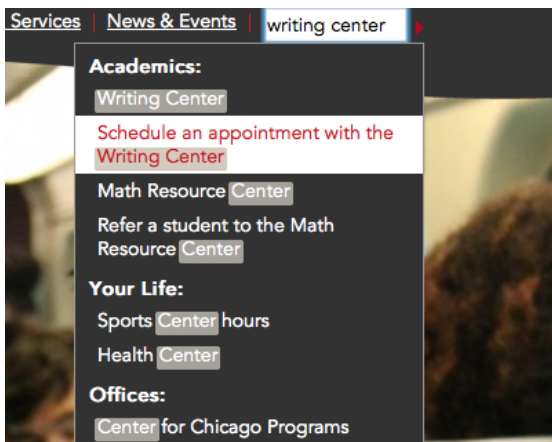
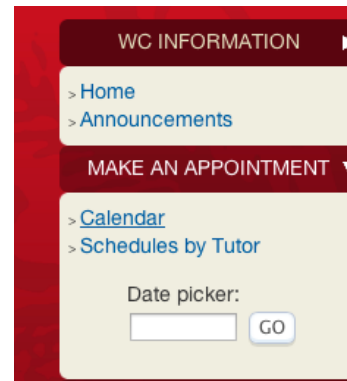
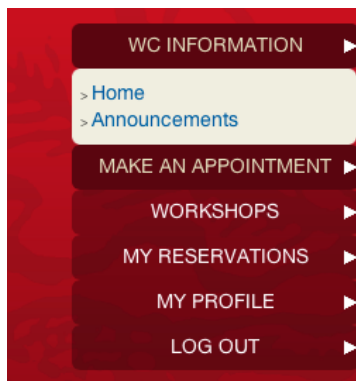


Making An Appointment At The Writing Center

1. Go to www.lakeforest.edu and on the top right corner type in “writing center” but do not press search or enter.
2. A list of options will come up. Click on “schedule an appointment with the Writing Center”



3. Type in your username and password. This is the same username and password that you use to log in to your my.lakeforest.edu account. Click “sign in”.
4. You will see tab options on the left side. Click on the “make an appointment” tab.



5. “Make an appointment” tab will give you two options: calendar and schedule by tutors. Click on calendar.
6. The Writing Center calendar allows you to view what tutor is available in certain dates and times. Boxes in green indicate availability and boxes in red indicate that slot has been already been taken.

	8am	9am	10am	11am	12pm	1pm	2pm	3pm	4pm	5pm	6pm	7pm	8pm	9pm
Kate (Language Specialist)		Full	Full	Full		Full	Full							
Helen (French/Film Studies)										Free	Full			
Matt (Econ/Spanish/Computer Science)				Full	Full									
Erin (Communication/Politics)						Full	Full			OFF				
Katie (Philosophy/Music)												Full	Free	
Akua (Finance/French)									Full	Free				
Spencer (English/History)												Full	Full	
Elizabeth (Education/English-Writing)													Full	Full
Cass (SOAN/English)								Full	Full					

7. **Click on the green box to make an appointment.** A form will appear asking you for your instructor’s (professor’s) name, class, subject to be covered, and any additional information that you would like to share with the tutor.

***Special Note:* The boxes may not be lined up with the time selected. Please check the times before scheduling an appointment.**

8. Click “schedule”. Hurray! You made an appointment! You will receive an automated confirmation email.