How to
MAKE AN APPOINTMENT
at the Writing Center

Please note: You cannot make a same-day appointment. If you need a same-day appointment, please call the Writing Center at 612-728-5154 or email tçwrite@smumn.edu for assistance.

If you do not have a Writing Center account, you must register before before making an appointment. Please see STEP 2 below.

STEP 1. Go the the Writing Center Website at www.smumn.edu/tcwrite or click the Writing Center tab on any BlackBoard course page.

STEP 2. If this is your first time, register here. If

STEP 3. Log in.
- Use your Saint Mary’s e-mail address.
- Use the password you set up when you registered for a Writing Center account. This password never changes, even if you change your Saint Mary’s password.

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STEP 4. Click on a white space to select your appointment time from the schedule. White spaces are open for appointments. Colored or grey spaces are already filled.

STEP 6. Attach your document.
If you want to attach your document to your appointment, click on the folder icon at the top left of the schedule screen (which appears after you save your appointment) and follow directions to upload your document.