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# SRJC ONLINE WRITING CENTER

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## New to the Online Writing Center?

- Go to [santarosa.mywconline.com](https://santarosa.mywconline.com), then click on “First visit? Register for an account”
- Follow the directions, using the email address you use most often. We recommend setting the email preferences to “Yes” so that you can receive confirmation of appointments and cancellations.

## Making an Appointment

- Login to your account at [santarosa.mywconline.com](https://santarosa.mywconline.com)
- Click on a white space to make an appointment on a day and time that will work for you. You can also select your appointment for the tutoring mode you prefer based on the mode offered by the staff: Online sessions (live video via Zoom) or eTutor sessions (paper drop-off)
- Please fill out all the appointment information fields to help your tutor prepare for your session
- The box at the top of the window will tell you how to access your tutoring appointment. If you select an Online session, you’ll find the Zoom link in this box.
- You will receive email confirmation of your appointment if you set your email account preferences to “Yes” when you initially registered. To update your preferences, login to your account, hover over the “Welcome, Your Name” to see the drop down menu, and click on Update Profile and Email Options.

## Canceling an Appointment

- Login to your account at [santarosa.mywconline.com](https://santarosa.mywconline.com)
- Click on your appointment.
- Scroll to the bottom of the pop-up window and select “Cancel appointment”
- Confirm the cancellation in the new pop-up window. You will receive email confirmation of the cancellation as well.

## Helpful Hints

- The top box in the appointment window provides directions for accessing your appointment. You can also read more about your tutor here.
- When registering for an account, set the email notification boxes to “Yes” to get confirmations and reminders about appointments, and more.
- For online sessions on Zoom, please be prepared to screen share or have your writing in a Google Doc that can be shared if your tutor requests.
- Think about what is most important to you about your writing, and what questions you have that you’d like your tutor to help you with.



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**“Writing is really a way of thinking — not just feeling but thinking about things that are disparate, unresolved, mysterious, problematic, or just sweet.”**

—TONI MORRISON