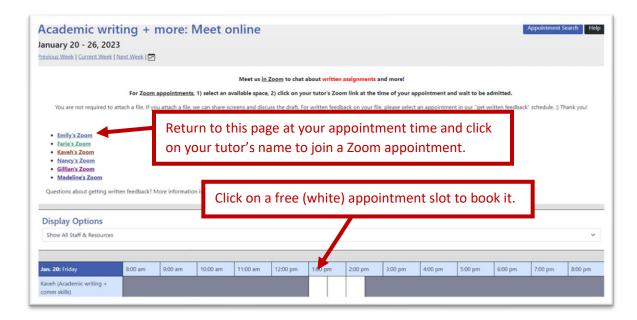
How to Book Appointments and Meet with Consultants at the Centre for Academic Communication

If this is your first visit to the CAC, register for an account. You must select a schedule to log in. We offer same-day written feedback, real-time Zoom meetings, and in-person appointments.

Univ	formerly The Writing Centre ersity of Victoria Library, Academic Help Hall, Room 135J-M
First visit? Register for an account Returning? Log in below. Email Address gillians@uvic.ca Password	Register Welcome to the Centre for Academic Communication! Winter program information available; check out our academic writing and additional resources! Choose a schedule ("Get written feedback", "Meet online", or "Meet in person"), and log in. In your chosen schedule, 1) select an available space, 2) complete the booking form, and for written
SELECT A SCHEDULE Get written feedback Academic writing + more: Meether person Academic writing + more: Meet online	Interest of point clock of point cl
Learning strategies: Meet in person Learning strategies: Meet online Check this box to stay logged in: Log In	⁹ If extending circumstances impact this deadine, we will email you with an update. Click here for detailed booking instructions; check out our website for more information about the CAC You may self-book TWO 25-minute appointments per week; if you need additional weekly appointments, please email
password.	cacmgr@uvic.ca If you do not "show up" to a meet online appointment or have an assignment attached within 11 minutes of the time you've booked for written feedback, your appointment will be marked as "missed". If you miss two appointments, your account will be temporarily disabled. For assistance, please reach out to cacmgr@uvic.ca.

Choose an available (white) appointment slot with the tutor of your choice. For written feedback, attach your document by the time you booked and wait for an email notification that you feedback has been completed (we'll return it by 7pm the same day). For in-person appointments, come to the CAC at your appointment time. For Zoom appointments, click on your tutor's Zoom link at your appointment time.



Complete the appointment booking form. If you are booking a written feedback appointment, attach your document. You may also open your appointment at a later time to attach your document, or to edit or cancel your appointment.

Questions marked with a * are required.		Existing Appointment	
What course are you visiting us for? *		Monday, January 16, 2023 10:00 am to 10:30 am Gillian Get written feedback	
		If you choose an eTutoring appointment, upload your paper after making this appointment. Then,	
What are 2-3 of your main concerns wi	vith this assignment? * (check all that apply)	watch your email for notification that your appointment has been modified or that someone has responded to your paper.	
thesis statement and introduction			
paragraph organization and flow		Appointment Details	
strength of conclusion		What course are you visiting us for? ATWP	
sentence clarity (grammar & punctuat	tion)	What would you like to work on today?	
vocabulary (word choice and form) strength of support and evidence		outline	
smooth integration of quotations and paraphrasing		What are 2-3 of your main concerns with this assignment?	
	e to your tutor at the top of your assignment or use	thesis statement and introduction;	
"comments" in Word to ask questions	5	Attached File	
my appt is for academic speaking or academic reading		Attached File - Jan. 13, 2023 3:05 pm by Gillian Test	
dditional comments/questions you ha	ave for us today:		
		Attach File Edit Appointment Cancel Appointment Print Close	
there anything you want me to know	w that would help me to support you during our session?		
		Use these buttons to attach a	
File Attachments		Use these buttons to attach a	
To attach a file to this appointment, use	se the options below. File attachments must be 5MB or less	Use these buttons to attach a document at a later time, edit	
and the second		document at a later time, edit	
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To attach a file to this appointment, use and in one of the following formats:	: .docx; .doc;.	document at a later time, edit	
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To attach a file to this appointment, use and in one of the following formats: File Choose File No file chosen	: .docx; .doc;. Document Title	document at a later time, edit your appointment, or cancel your appointment.	
To attach a file to this appointment, us and in one of the following formats: File Choose File No file chosen File Choose File No file chosen	: .docx; .doc;. Document Title	document at a later time, edit your appointment, or cancel your appointment. Attach your document(s) here.	
To attach a file to this appointment, use and in one of the following formats: File Choose File No file chosen File	2. docx, doc; Document Title Document Trike	document at a later time, edit your appointment, or cancel your appointment.	

To switch between appointment schedules, use the drop-down menu at the top of the page.



New features:

The "appointment search" button on the right can help you find the next available appointment when the schedule is extra busy and modify your existing appointments. The "help" button explains how to book and modify appointments and what the colours in the schedule mean.

The Centre for Academic Communication (the CAC)	
formerly The Writing Centre	•
University of Victoria Library, Academic Help Hall, Room 135J-M	
	Appointment Search Help