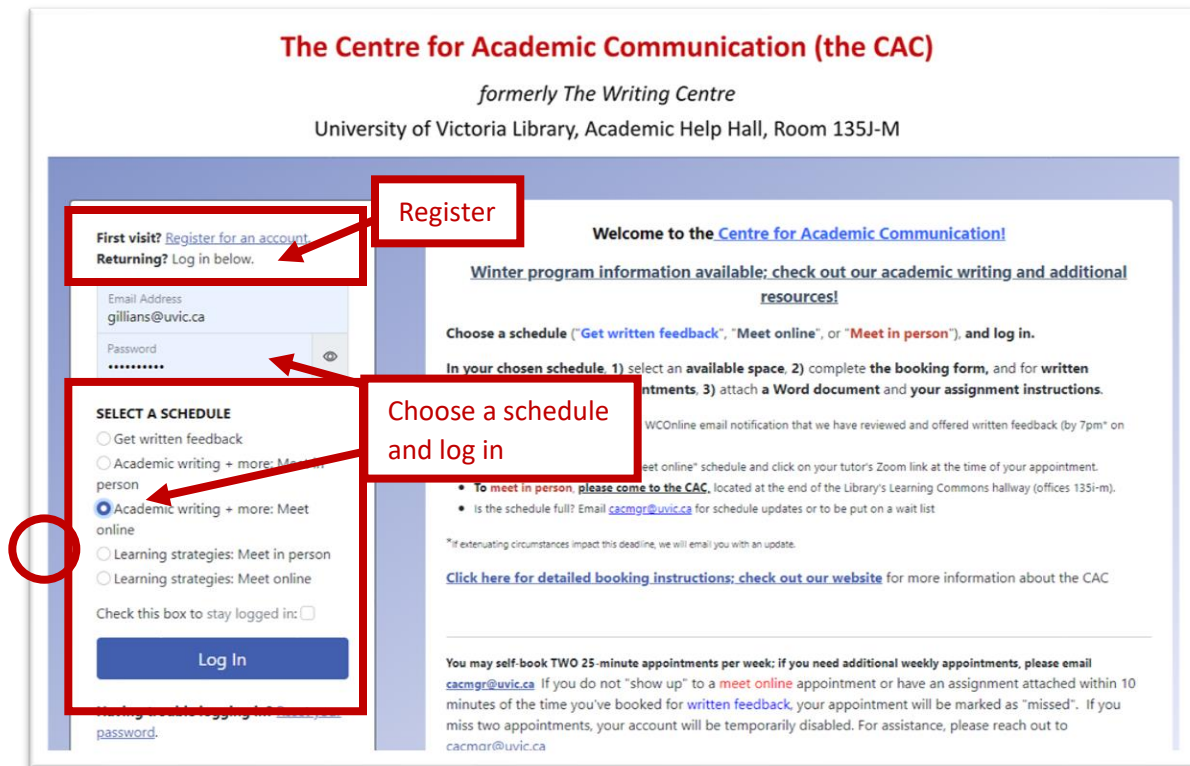
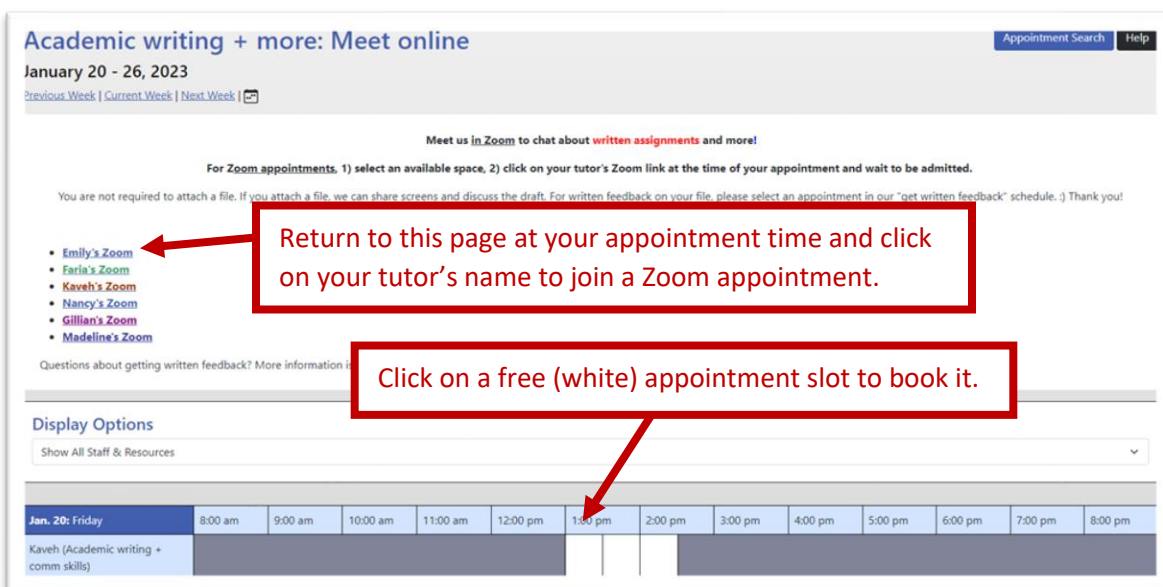


# How to Book Appointments and Meet with Consultants at the Centre for Academic Communication

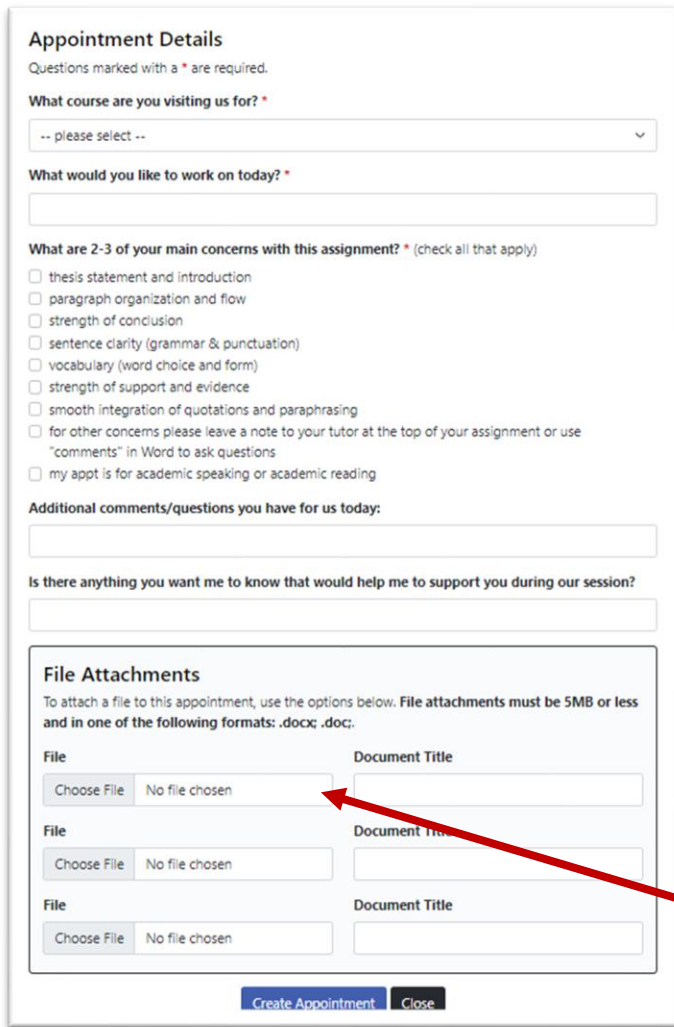
If this is your first visit to the CAC, register for an account. You must select a schedule to log in. We offer same-day written feedback, real-time Zoom meetings, and in-person appointments.



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.



**Appointment Details**  
Questions marked with a \* are required.

What course are you visiting us for? \*

-- please select --

What would you like to work on today? \*

What are 2-3 of your main concerns with this assignment? \* (check all that apply)

- thesis statement and introduction
- paragraph organization and flow
- strength of conclusion
- sentence clarity (grammar & punctuation)
- vocabulary (word choice and form)
- strength of support and evidence
- smooth integration of quotations and paraphrasing
- for other concerns please leave a note to your tutor at the top of your assignment or use "comments" in Word to ask questions
- my appt is for academic speaking or academic reading

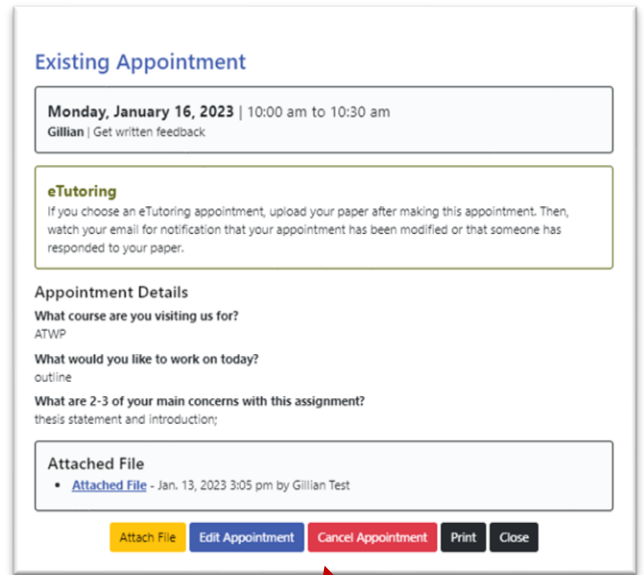
Additional comments/questions you have for us today:

Is there anything you want me to know that would help me to support you during our session?

**File Attachments**  
To attach a file to this appointment, use the options below. File attachments must be 5MB or less and in one of the following formats: .docx; .doc;

File	Document Title
Choose File No file chosen	
Choose File No file chosen	
Choose File No file chosen	

Create Appointment Close



**Existing Appointment**

Monday, January 16, 2023 | 10:00 am to 10:30 am  
Gillian | Get written feedback

**eTutoring**  
If you choose an eTutoring appointment, upload your paper after making this appointment. Then, watch your email for notification that your appointment has been modified or that someone has responded to your paper.

**Appointment Details**  
What course are you visiting us for?  
ATWP  
What would you like to work on today?  
outline  
What are 2-3 of your main concerns with this assignment?  
thesis statement and introduction;

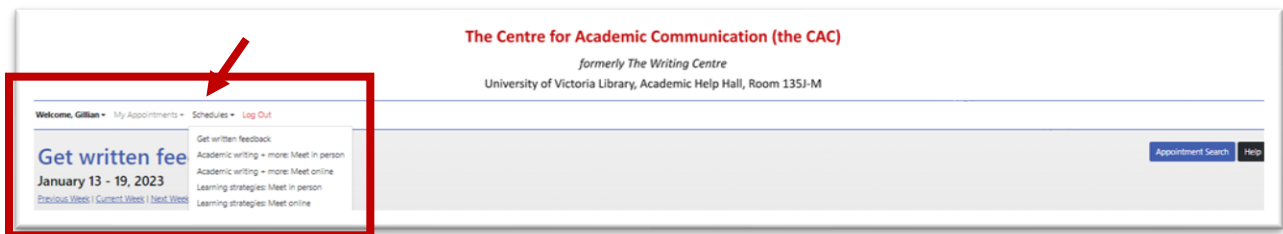
**Attached File**  
• Attached File - Jan. 13, 2023 3:05 pm by Gillian Test

Attach File Edit Appointment Cancel Appointment Print Close

Use these buttons to attach a document at a later time, edit your appointment, or cancel your appointment.

Attach your document(s) here. Add a title to indicate assignment instructions or a revised draft.

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



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

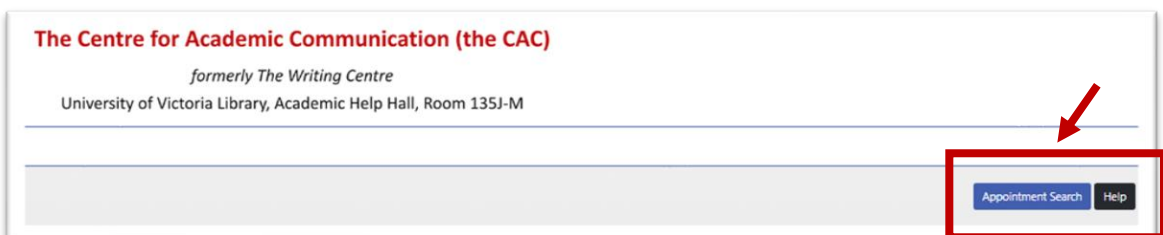
Welcome, Gillian • My Appointments • Schedules • Log Out

Get written feedback  
January 13 - 19, 2023

Appointment Search Help

**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