



UNIVERSITY WRITING SERVICES

University Writing Services (UWS) will be offering In-Person Appointments, Online (Asynchronous) Consultations, and Zoom Video Conferences in **Fall 2025, Spring 2026, and Summer 2026**.

These **FREE services** begin on the first day of classes and will continue until the last day of final exams every semester. UWS will be **closed** during Martin Luther King Jr. Day, Wellness Day in February, Spring Break, Easter Break, Memorial Day, Juneteenth, 4th of July, Labor Day, Wellness Day in September, Fall Break, and Thanksgiving in accordance with the SLU Academic Calendar. UWS will also be **closed** after the last day of summer classes up until the first day of the fall semester for professional development and training.

Policies and Procedures:

- UWS will be open both in-person and virtually **Sunday through Friday** with morning, afternoon, and evening options (**generally from 8:00 am to 9:00 pm**).
- The writing center offers **in-person, asynchronous, and Zoom appointments (3 different modalities)**.
- These 1-on-1 appointments are **available to all SLU undergraduate and graduate students**.
- Every 1-hour appointment includes up to **50-minutes of brainstorming or content-based feedback** (for assistance with class assignments, conference papers, cover letters, dissertation chapters, English 1900 *dissoi logoi* projects, group projects, literature reviews, multimedia assignments, personal statements, publications, seminar papers, senior capstone projects, short answer questions on applications, speeches, and thesis chapters) followed by a 5-minute survey.
- Consultants help with **writing projects from any department or field**. They respond as readers.
- Consultants offer support on **any stage of the writing process** (e.g., brainstorming, outlining, proposing research questions, forming hypotheses, developing arguments, integrating sources, creating citations, revising, implementing comments, and formatting).
- Consultants will provide **feedback on 4-7 double-spaced pages** depending on the project density.
- **All appointments can be scheduled through EAB Navigate - Student** located under Applications on the Okta Dashboard (after logging into the mySLU portal).
- All appointments **start on the hour** (e.g., at 1:00 pm and not 1:15 pm).
- All appointments take place in **Central Time (CT)**.
- Maximum of **3 appointments per week**. Repeat visits are encouraged.
- **No back-to-back appointments permitted**; however, students can schedule 2 appointments in 1 day if there is at least 1 hour in between them.
- Consultants *cannot* read projects before designated appointment times.
- Students should **bring the instructor's prompt** (if applicable) or the directions for the project with them to the appointments **along with the rubric** or any relevant criteria.
- Consultants do *not* line edit, but they do help with recurring grammar and syntax mistakes.

- **Group projects are permitted.** Either the leader or a designated member of the group should schedule the appointment and then add the other participants' names in the comments box.
- For last-minute **'walk-ins'** (within 1 hour or less) especially during midterms and finals, send an email to writing@slu.edu or visit any writing center location prior to the start of the hour. Note that hours of operation vary by location. The Busch Student Center 331 offers the greatest availability as it remains open Sundays and weekday evenings.
- Writing center appointments are considered private. However, consultants can send a **confirmation email to SLU faculty, staff, or the appropriate UWS campus partner when 1) the student initiates the request, 2) grants the consultant permission to share information, and 3) remains in the session for a minimum of 20 minutes** of the scheduled 1-hour appointment.
- If necessary, students must **cancel their appointment *before* the scheduled time** (i.e., prior to the start of the hour) so that others can book the time slot.
 - *Start by logging into the mySLU portal → locate and open the app called EAB Navigate – Student → select Appointments in the navigation menu → under Upcoming, look for the correct writing consultation and click on the link → scroll down and hit Cancel Appointment → choose a Reason and add any Comments → confirm by hitting the Cancel Appointment button.*
 - *Alternatively, students can send an email to writing@slu.edu requesting to cancel their upcoming appointment and the writing center staff will process the cancellation on their behalf.*
- Consultants will **wait up to 15 minutes** (after the start of the hour) for students who are running late before marking the appointment as missed. However, the amount of feedback may be reduced due to the condensed session (e.g., reviewing 3–4 instead of 4-7 double-spaced pages within the allotted time).
- After 3 missed appointments or **'no-shows'**, the student in question will be temporarily blocked from EAB Navigate - Student and will need to meet with a UWS administrator to reinstate their writing center privileges. Otherwise, the restriction will stay in effect until the start of the following semester.

For more information and resources, visit the official [UWS website](#) or scan the QR code located at the bottom of the fourth page. For question regarding these policies or procedures, contact writing@slu.edu.

In-Person Appointments will take place on-campus at 1 of the 4 writing center locations – including the Busch Student Center (BSC) Suite 331, Pius XII Memorial Library (PIUS) Room 320, Trudy Busch Valentine School of Nursing (SON) Suite 114, and Chaifetz Arena Champions Center Student Success Suite.

Remember to 1) write down the building and room number of your in-person appointment and 2) hit the "Schedule" button at the bottom of the EAB screen to complete your reservation.

BSC 331 is open Sunday through Thursday generally from 8:00 am to 9:00 pm. It is an active space shared by both writing consultants and tutors with study rooms for privacy and/or group projects. It is located on the third floor of the building. After walking into the suite, you do **not** need to stop at the front desk. Turn right when you come across the sign that says "Tutoring and Writing Services". Look for your writing consultant's name on the cubicle and study room whiteboards.

Note: There is a bulletin board hanging up in BSC 331 with photographs of the entire writing center staff to make it easier to find a specific writing consultant.

PIUS 320 is open during business hours of operation and weekday evenings. It is a quieter environment due to the size of the space and layout. It is located inside the Quiet Study Area on the third floor of the library, adjacent to the main stairwell.

SON 114 is open only during business hours of operation. It is a quieter environment due to the size of the space and layout. It is located inside the testing center on the first floor of the nursing building, near the main entrance.

Champions Center Student Success Suite is open on Tuesday evenings exclusively for student athletes. It is located inside Chaifetz Arena by the sanctuary.

It is important to take travel time into consideration. Most locations can be found on North Campus except for the Trudy Busch Valentine School of Nursing building which is located on South campus.

No in-person appointments are available on Fridays at any location, but the writing center remains open remotely for asynchronous and Zoom appointments.

Online (Asynchronous) Consultations will take place entirely via email. The term “asynchronous” implies that you and the writing consultant will **not** be online simultaneously. There is no live interaction. Instead, the process involves 2 mandatory steps. You must first book an appointment **and** then subsequently fill out a Qualtrics survey which will be referred to hereafter as the Online Submission Form.

Remember to 1) hit the “Schedule” button at the bottom of the EAB screen to complete your reservation and 2) fill out the Online Submission Form by attaching your project as a .doc or .docx file. Copy and paste the [link](#) into a new tab on your internet browser. You must complete the form **before** your designated appointment time; otherwise, you will be marked as a ‘no show’ and will need to reschedule.

You should receive 2 email confirmations (1 from EAB Navigate - Student and 1 from Qualtrics) when the reservation and the form are successfully completed. No further action is needed.

The consultant will download your submission at your designated appointment time, make suggestions in the margins on **4-7 double-spaced pages of the project**, compose an email summary, and send you feedback (reattaching your project with their comments) by **10:00 pm** on the same day.

Consultants will use Microsoft Word’s built-in comment function in lieu of track changes.

You do **not** need to be present online in order to receive feedback.

For longer projects, you may schedule multiple asynchronous appointments. Be sure to submit the Online Submission Form for each appointment and indicate a different starting point.

Zoom Video Conferences will take place in real time using audio-video conferencing software. These conferences can be conducted using a desktop computer/laptop (preferred) or tablet/smartphone app with limited functionality. For optimal performance, a stable internet connection is strongly recommended.

Remember to 1) save the link to the writing consultant’s virtual meeting room which can be found under URL / Phone Number on the final confirmation page and 2) hit the “Schedule” button at the bottom of the EAB screen to complete your reservation. The same link should also be automatically emailed to your SLU Outlook account.

You must sign into Zoom on the day of your scheduled appointment to 'meet' with your consultant at the designated time. Your device must have microphone accessibility. Webcam accessibility is *strongly* recommended.

Students are expected to treat the virtual environment the same as in-person environments. In accordance with university policy, students must be *appropriately attired* throughout the entire duration of the appointment.

No prior experience with Zoom is needed. The writing consultant will teach you how to screen share. Together, you will set goals and create an action plan using the chat function.

Please email any comments, concerns, or questions (including inquiries about walk-ins) to writing@slu.edu. Our mission is focused on self-directed learning. We want students to leave their appointments with a greater sense of purpose and confidence! We want to develop a community of critically conscientious writers on campus!



UWS WEBSITE

ONLINE (ASYNCHRONOUS) CONSULTATIONS

Troubleshooting with Screenshots:

STEP #1 – Start by logging into the mySLU portal. Then book an appointment on EAB Navigate - Student which is located under Applications on the Okta dashboard. Remember to hit the “Schedule” button at the bottom of the screen (on the final confirmation page) to complete your reservation.

Saint Louis University

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POLICIES FOR ALL APPOINTMENTS:

Every asynchronous writing consultation will take place in Central Time. Maximum of 3 appointments per week. Repeat visits are encouraged. No back-to-back appointments are permitted; however, students can schedule 2 appointments in 1 day if there is at least 1 hour in between them. Consultants cannot read projects before designated appointment times. Consultants do not line edit, but they do help with recurring grammar and syntax mistakes.

CANCELLATIONS:

To cancel your appointment, start by logging into EAB Navigate – Student (select Appointments in the navigation menu > under Upcoming, look for the correct writing consultation and click on the link > scroll down and hit Cancel Appointment > choose a Reason and add any Comments > confirm by hitting the Cancel Appointment button) or by sending an email to writing@slu.edu BEFORE your appointment time.

After 3 missed appointments or “no shows”, you will be blocked from making writing appointments on EAB Navigate - Student and you will need to meet with a UWS administrator to reinstate your privileges.

How would you like to meet? *

Virtual

You are seeing the only meeting type available for this time slot.

Would you like to share anything else?

Add your comments here

Email Reminder

☒ Reminder will be sent to alex.ocasio@slu.edu

Text Message Reminder

☒

Phone Number for Text Reminder

Schedule

After clicking the button, your screen will automatically refresh. It will say “Success!” in the top left corner and “Appointment Scheduled” in the middle.

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< [Go Back](#) | [Dashboard](#)

Success!

Appointment Scheduled

Great job scheduling your appointment!

View Appointments

Schedule Another Appointment

STEP #2 – Copy the link to the Online Submission Form which can be found on the final confirmation page:
https://slu.az1.qualtrics.com/jfe/form/SV_0lehn6G16BmZ24d.

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ONLINE (ASYNCHRONOUS) CONSULTATION:

Remember to 1) hit the "Schedule" button at the bottom of the screen to complete your reservation and 2) fill out the Online Submission Form by attaching your project as a .doc or .docx file. Copy and paste the link into a new tab on your internet browser.

- Here is the link to the Online Submission Form - https://slu.az1.qualtrics.com/jfe/form/SV_0lehn6G16BmZ24d
- You must complete the form BEFORE your appointment time. If you do not, you will need to reschedule.
- You should receive 2 email confirmations (1 from EAB Navigate and 1 from Qualtrics) when the reservation and the form are successfully completed.
- The consultant will download your submission at your designated appointment time, make suggestions in the margins on 4-7 pages of the project, compose an email summary, and send you feedback (reattaching your project with their comments) by 10:00 pm on the same day.
- Consultants will use Microsoft Word's built-in comment function in lieu of track changes.
- If the writing consultant does NOT send you feedback by 10:15 pm the day of your appointment, please send an email to writing@slu.edu
- For longer projects, you may schedule multiple asynchronous appointments. Be sure to submit the Online Submission Form for each appointment and indicate a different starting point.

Once you paste the link to the Online Submission Form into a new tab on your internet browser, you will automatically be redirected to Qualtrics. In the center of the page, you should see "EAB Appointment Details" in bold, blue letters. You will need to attach your prompt (if applicable) and current writing project as a .doc or .docx file.

SAINT LOUIS UNIVERSITY.

EAB Appointment Details

Attention: You must schedule a new appointment every time you complete this Qualtrics form. If you have not booked an appointment for this submission, please do so now by opening a new tab on your internet browser and visiting EAB Navigate - Student which is located under Applications on the Oka Dashboard. If done properly, you will receive 2 email confirmations (1 from Qualtrics after submitting the form below and 1 from EAB Navigate - Student). Both steps are required in order to receive feedback.

Please provide the following information:

Date of Appointment:

Time of Appointment:

STUDENT INFORMATION

Note: This form is intended for asynchronous (not Zoom) appointments.

Your full name (first and last name):

Your Banner ID number (including zeros) to create a record for your submission:

Your e-mail address (where the consultant's feedback will be sent):

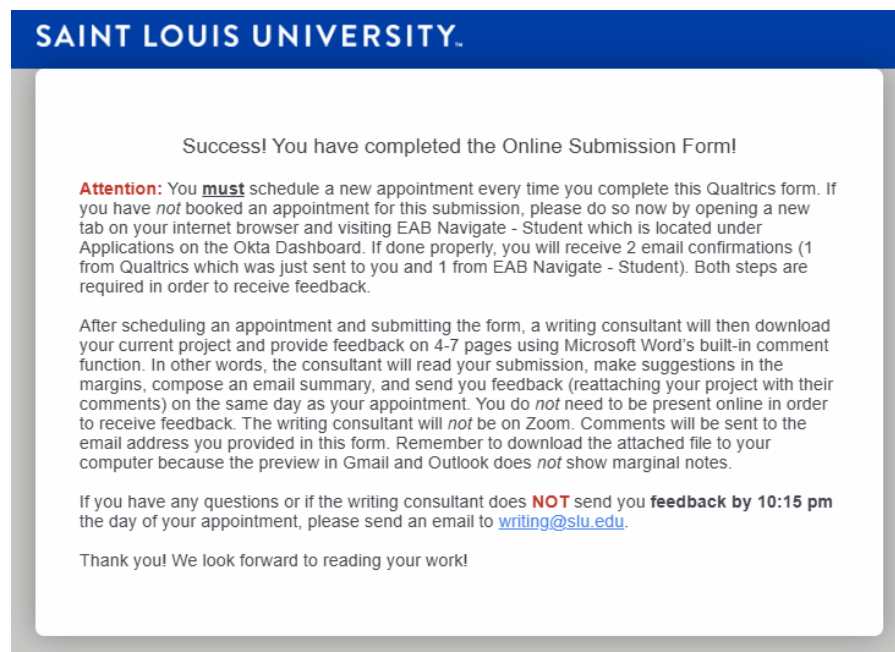
Your preferred name or nickname (optional):

Your pronouns (optional):

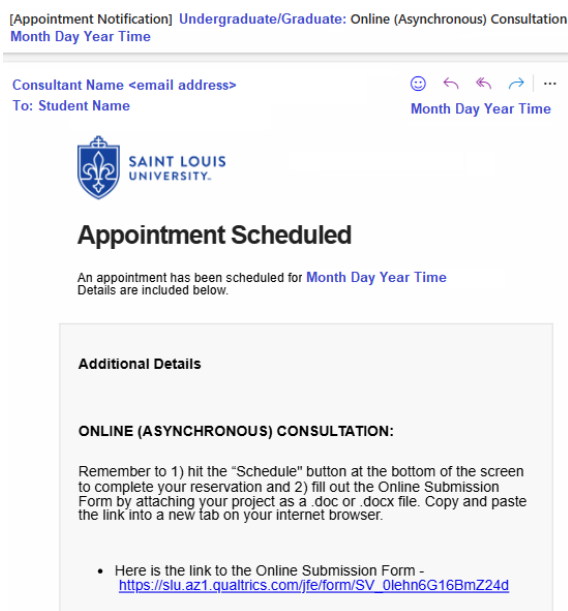
You must complete the Online Submission Form **BEFORE** your designated appointment time; otherwise, you will be marked as a 'no show' and will need to reschedule. After 3 missed appointments or 'no-shows', you will be temporarily blocked from EAB Navigate - Student and you will need to meet with a UWS administrator to reinstate your writing center privileges. Otherwise, the restriction will stay in effect until the start of the following semester.



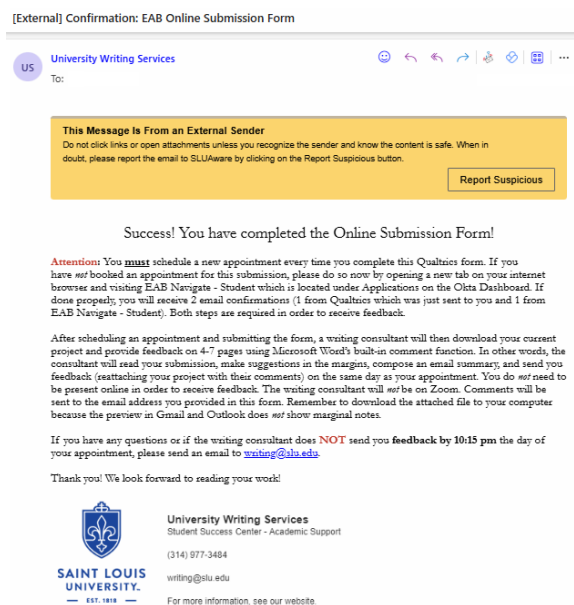
After hitting the arrow button (use the symbol to the left as a reference) at the bottom of the page, your screen will automatically refresh and it will read “Success! You have completed the Online Submission Form!”



If done properly, you will receive 2 email confirmations (1 from EAB Navigate - Student and 1 from Qualtrics).



Confirmation Email #1 from EAB Navigate – Student



Confirmation Email #2 from Qualtrics

Both steps are required. After scheduling an asynchronous appointment and submitting the form, a writing consultant will then download your project and provide feedback on 4-7 double-spaced pages using Microsoft Word's built-in comment function. In other words, the consultant will read your submission, make suggestions in the margins, compose an email summary, and send you feedback (reattaching your project with their comments) on the same day as your scheduled appointment.

Note: If the writing consultant does **NOT** send you feedback by 10:15 pm the day of your appointment, please send an email to writing@slu.edu. The UWS administrative team will prioritize your issue during business hours of operation. They will do everything they can to resolve the problem by calling the writing consultant and/or reassigning your appointment to another staff member (based on availability).

ZOOM VIDEO CONFERENCES

Logging into Zoom:

- Log into the mySLU portal. Look for Zoom located under Applications on the Okta dashboard.
 - Alternatively, you can open an internet browser and type in slu.zoom.us. Once the page loads, click the “Sign In” button to manually enter your SLU username and password.

Joining the Zoom Video Conference:

- All booked appointments will be held in Central Time (CT).
- Remember to 1) save the link to the writing consultant’s virtual meeting room which can be found under URL / Phone Number on the final confirmation page and 2) hit the “Schedule” button at the bottom of the EAB screen to complete your reservation. The same link should also be automatically emailed to your SLU Outlook account.
 - **You may also receive an email from your writing consultant with a Zoom invitation either before or immediately at the start of your appointment.** This will serve as a reminder and/or as a contingency plan if there are any technological issues. For this reason, it is helpful to have your SLU Outlook account already open as you approach the beginning of the hour on the day of your scheduled appointment.
- You must sign into Zoom on the day of your scheduled appointment to meet with your consultant at the designated time. **When it is time for your appointment, paste the link to the writing consultant’s virtual meeting room into your internet browser. This will open a new screen which will ask you to download Zoom (for first-time users) or launch the audio-video conferencing software (for returners).**
 - Your device must have microphone accessibility. Webcam accessibility is *strongly* recommended.
 - In accordance with university policy, you must be *appropriately attired* throughout the entire duration of the appointment.
- Regardless if you arrive early or right on time, **you will be placed into a waiting room.** The screen will automatically change when the writing consultant initiates the conference.

*Note: If the writing consultant does **NOT** email you with the Zoom Meeting ID or initiate the conference after 5 minutes past the start time of your appointment, please send an email to writing@slu.edu. The UWS administrative team will prioritize your issue during business hours of operation. They will do everything they can to resolve the problem by calling the writing consultant and/or reassigning your appointment to another staff member (based on availability).*

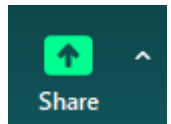
Preparing for Your Zoom Video Conference:

- Just like an in-person appointment, you will need the following **materials**:
 - The professor’s prompt and/or grading rubric (if applicable),
 - your current writing project in a folder that can easily be found on your device, and
 - any links to outside resources that you might want to discuss with the consultant.

Using the Zoom Video Conference Built-in Functions:

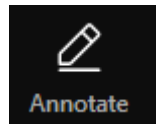
- **Share**

- Click this button to select the internet browser, program, tab, or window on your device that you would like to share with the writing consultant.



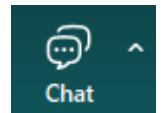
- **Annotate**

- This option appears **AFTER** sharing screen is enabled.
- Only the person who shares the screen can make edits within the actual document.
- The writing consultant will be able to see your current writing project and make annotations (on top of the shared screen) which can be erased as needed. Make sure to **save** the annotations before scrolling to the next page or leaving the Zoom meeting at the end of the appointment.



- **Chat**

- Comment or ask questions if there are problems with the microphone or webcam.
- Send the document to the writing consultant if screen sharing does *not* work.
- Create a set of goals for the appointment. What do you want to accomplish in 50 minutes?
- Link to outside resources.
- Co-create an action plan with the writing consultant so that you have a to-do list after the appointment ends.



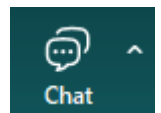
Troubleshooting:

What happens...

- If you arrive early/on time and you are placed inside the waiting room?
 - If you join first and the writing consultant has not yet arrived or they are busy wrapping up a previous appointment, just wait a few moments. The writing consultant will still be able to join the meeting after you.

*Note: If the writing consultant does **NOT** email you with the Zoom Meeting ID or initiate the conference **after 5 minutes** past the start time of your appointment, please send an email to writing@slu.edu. The UWS administrative team will prioritize your issue during business hours of operation. They will do everything they can to resolve the problem by calling the writing consultant and/or reassigning your appointment to another staff member (based on availability).*

- If you cannot hear or see yourself/the writing consultant?
 - Check the lower left-hand corner of the Zoom tool bar to make sure your microphone and video are turned on.
 - Send a message to the writing consultant through the chat function if you are still unable to hear or see them.



- If you accidentally leave the appointment?
 - Rejoin the meeting because the writing consultant will still be there.
- If any other issues arise?
 - Keep your SLU Outlook account open during your appointment to contact writing@slu.edu so that you can notify the consultant if you experience any unexpected issues with Zoom (and vice versa). The writing center has contingency plans in place should Zoom *not* function properly.