

# University Writing Center

*Writers Helping Writers*

Room 133 • Academic Commons • I. D. Weeks Library  
Phone 605-677-5626 • Email [wcenter@usd.edu](mailto:wcenter@usd.edu)  
Writing Center web site: <http://www.usd.edu/writingcenter>  
Online Writing Center in D2L (email [wcenter@usd.edu](mailto:wcenter@usd.edu) to be enrolled)



UNIVERSITY OF  
SOUTH DAKOTA

## **HOURS FOR Fall 2021 (8/30/21 – 12/7/21):**

- On campus 8/30/21 – 9/10/21: Monday – Thursday 10 a.m. – 6 p.m.; Fri. 10 a.m. – 3 p.m.
  - On campus 9/13/21 – 12/7/21: Monday – Thursday 10 a.m. – 9 p.m.; Fri. 10 a.m. – 3 p.m.; Sun. 5-9 p.m.
  - Online Writing Center (Zoom) drop-in: Sunday 5-9 p.m. Also Zoom appointments by special request.
- Hours listed are Central Standard Time and are subject to change. We are closed on university breaks and holidays.

**Online Writing Center (D2L dropbox, Zoom):** log into D2L and submit writing in the dropbox for written feedback; drop in and meet with a consultant in Zoom Sunday night; or request a Zoom appointment.

## **"What is the Writing Center?"**

The Writing Center is a place where writers can get help on all aspects of their writing, from developing ideas to revising and polishing their pieces. This free service is available to students, faculty, and staff at the University of South Dakota.

## **"What happens in a session at the Writing Center?"**

Bring your writing and any assignment instructions that your instructor may have provided. After reading through your writing and viewing the assignment together, we'll discuss your concerns. We'll spend a lot of time talking, but it's also likely that you'll do some writing. We may direct you to further resources at the end of a session. The questions our consultants ask will show you how your writing is coming across to the reader; the skills they teach you will help you to communicate your ideas more clearly and effectively.

## **"What if I haven't started writing yet? I'm stuck and don't know what to write!"**

Even if you haven't begun writing yet, our writing consultants can help you develop a focus and a plan for your writing so that you *can* get started. Once you've developed a draft (even if the draft isn't done), you are welcome to come back and get additional assistance.

## **"Do you help with other kinds of writing?"**

We assist with all kinds of writing: academic essays; homework that involves writing; MA theses and dissertations; and other kinds of writing, such as short stories, poems, résumés, reports, and business documents. We also help writers with integrating sources and avoiding plagiarism, as well as using documentation styles (APA, MLA, Chicago, and so on).

## **"Can you fix my grammar, spelling errors, and typos?"**

Although the Writing Center doesn't proofread or edit writers' papers, we do help writers develop proofreading and editing skills. In other words, we help you learn how to identify problem areas in your writing and come up with strategies for revising and editing. Our goal is to support your long-term development as a writer, giving you new skills to use in future writing projects.

## **"How do I make an appointment? Can I just stop in without making an appointment?"**

While we welcome walk-ins in the on-campus Writing Center, we recommend making an appointment. Call 605-677-5626, email [wcenter@usd.edu](mailto:wcenter@usd.edu), visit the Writing Center (I. D. Weeks Library, room 133, next to the elevator), or go to

<http://www.usd.edu/writingcenter> and select "Schedule an Appointment." Make a 30-minute or 60-minute appointment (up to an hour a day). **Prefer a distance session?** Log into D2L and visit the Online Writing Center (Zoom drop-in for live chat Sunday nights or dropbox submission for feedback within a few days). You can also request a Zoom appointment. Faculty/staff, to request an appointment, email [wcenter@usd.edu](mailto:wcenter@usd.edu), call 605-677-5626, or simply drop in.



[Schedule an Appointment](#)

## How to Schedule an On-Campus Writing Center Appointment

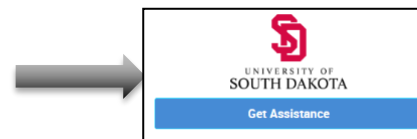
1. Log into the myUSD Portal at [www.usd.edu](http://www.usd.edu).



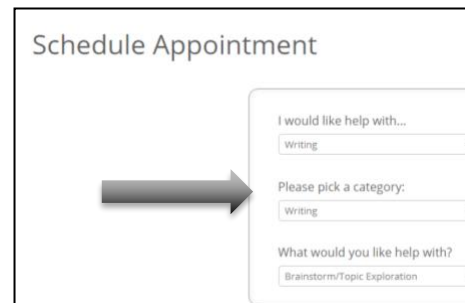
2. Go to [www.usd.edu/writingcenter](http://www.usd.edu/writingcenter) and select "Schedule an Appointment."



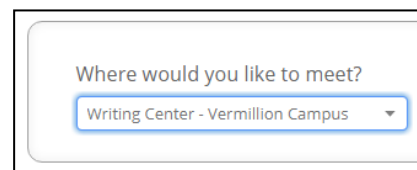
3. On the Coyote Connections (EAB) screen, on the right, select the button "Get Assistance."




4. Under Schedule Appointment, for "I would like help with," select **Writing** in the first drop-down menu, followed by the category **Writing** and a choice for "What would you like help with." Select Next.

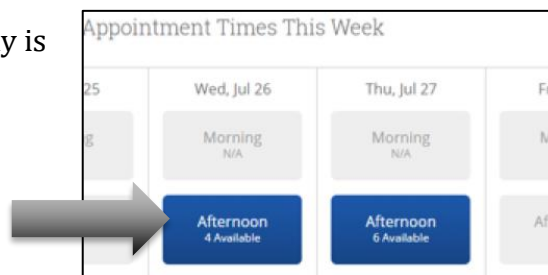


5. In the next screen, select the location "Writing Center Vermillion Campus" in the first drop-down menu and, if you prefer, a consultant (if you don't prefer a specific consultant, just click on Next).

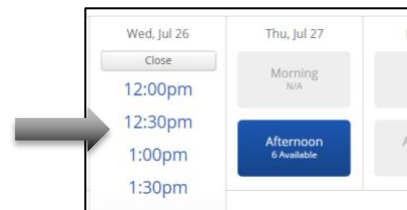


- a. **TIP:** Not selecting a consultant will give you more days and times to choose from for an appointment.

6. On the Appointment Times This Week screen, each day is broken into blocks for Morning and Afternoon (afternoon/evening); **when times are available, the block is blue**. As shown in this example, four half-hour time slots are available Wednesday afternoon/evening, six on Thursday afternoon/evening. If you need an appointment for a later date, select the blue forward arrow .



7. **Select the desired block;** a drop-down menu will appear with specific times. **Choose a time.** Then, click on Next.



8. The Appointment Details screen will appear. If you would like an appointment reminder, select "Send Me an Email" and/or "Send Me a Text." Then **select Confirm Appointment**.

9. If you would like to schedule a 60-minute appointment, repeat the steps above. (You may sign up for two time slots per day, an hour total.) When done, log out.

**If you need additional help making an appointment:** Please stop by the Writing Center, room 133, Academic Commons (I. D. Weeks Library, next to the elevator). You can also call 605-677-5626 or email [wcenter@usd.edu](mailto:wcenter@usd.edu).  
*Thank you* for your interest in the Writing Center.