Writing Center Frequently Asked Questions

Updated Dec. 2025

Where is the Writing Center? When is the Writing Center open?

Waynesburg's Undergraduate Writing Center is in room B16 on the bottom floor of Eberly Library. The Writing Center opens the second week of classes and offers appointments Monday through Thursday. We are closed during the first week of class, university breaks, and the week of final exams.

The Graduate Writing Center offers asynchronous, e-tutoring appointments for students enrolled in graduate, online degree completion, and professional studies programs. The Graduate Writing Center is open year-round, except for university-observed holidays.

Who works in the Writing Center? The Writing Center staff consists of two administrators, who are also professional writing consultants, as well as a team of trained undergraduate tutors.

How can I make an appointment?

The Writing Center uses WCOnline, an online scheduling platform, for all appointments: https://waynesburg.mywconline.com/

If you have never made a Writing Center appointment, you will first need to register for an account. Use your Waynesburg University email address and make a password: https://waynesburg.mywconline.com/register

Select the schedule that applies.

For undergraduate appointments, use the "WC Semester Year" schedule:

- Review tutor availability and select a tutor and/or date/time that works for you.
- Choose either a "face-to-face" or "online" appointment.
- Complete the appointment form by sharing information about your assignment.

- Save. You will receive an email reminding you of the appointment.
- At the appointed time, come to the Writing Center (for face-to-face appointments) or use the link from the WCOnline to join the online meeting.

For students enrolled in a graduate, degree completion, or professional studies program, select the "WC Etutoring" schedule:

- Choose an open appointment. The GWC offers appointments Monday through Thursday.
- Complete the appointment form by sharing some information about your assignment.
- Upload a Word document draft of five pages or less. If you have a longer draft, make additional appointments per each five pages.
- Upload a copy of the assignment rubric or prompt (when applicable).
- Save appointment.

Most appointments receive same or next day feedback. During peak submission periods, feedback may take up to three days. You will receive an email letting you know that your appointment has been completed.

What type(s) of writing can I bring to the Writing Center? From creative writing to lab reports and capstones, we're happy to help with any form of writing at any stage of the writing process.

What happens during an undergraduate student Writing Center appointment? Whether in-person or via an online appointment, the student will engage in a personalized, one-on-one conversation about writing with a trained peer tutor. During a 30-60 minutes appointment, the student will discuss the writing assignment, work on two or three specific writing questions or concerns, and leave with suggestions and/or resources to help their next steps in the writing process.

What happens during a Graduate Writing Center appointment? Since appointments are asynchronous, there is no need for students to be present online. After a student has scheduled an appointment, a professional writing consultant will use Microsoft Word's comment feature to offer suggestions, pose questions, and explain conventions. The student will receive an email notice of changes made to the appointment and an overview of the feedback. If the appointment was required, the consultant will copy the student's program chair and instructor on the feedback summary email. Students can retrieve their papers and any additional resources at any time by logging back onto WCOnline and selecting their appointment.

What if I have trouble scheduling or any questions? Email writingcenter@waynesburg.edu. If you have specific questions about the undergraduate or graduate center, contact Sarah Scott, the Undergraduate Writing Center Administrator (sscott@waynesburg.edu), or Kari Hanlin, Graduate Writing Center Administrator (kari.hanlin@waynesburg.edu).