

## Signing up for a Hixon Writing Center Workshop or Presentation

The Hixon Writing Center uses an online scheduling program to facilitate signing up for one-to-one tutorial sessions and for our workshops/presentations. The scheduler is accessible to undergraduates, graduate students, and post-docs via [access.caltech.edu](http://access.caltech.edu). Detailed instructions follow.

### How to sign up:

1. Decide what workshop or presentation you plan to attend.
2. Visit [access.caltech.edu](http://access.caltech.edu) and sign in to "Writing Center Scheduling"

 **Writing Center Scheduling**



*Hixon Writing Center tutoring session scheduling service*

3. Once you enter the scheduler, select "HWC Workshops and Presentations" in the drop-down menu at the top of the page. (The default schedule will be the one for one-to-one tutorial appointments.)

4. Navigate the schedule to the dates you wish to attend a presentation.

5. Click a white rectangle for the presentation date/time you are selecting.

A box like the one below will pop up. If needed, adjust the time so it matches the scheduled presentation time. Fill out the required questions and click "Save Appointment." (Note that if the rectangles are blue instead of white, the presentation is already at capacity and you must choose another date to attend.)

The Hixon Writing Center @Caltech  
https://caltech.mywconline.com/reserve.php?type=r&machid=sc524c6a5450b69&ts=1381726...

### Freshmen Humanities Writing Workshop

Fill out the form below in order to save this appointment. Questions marked with a \* are required.

Appointment Limits: Appointments must be 1 hours 15 minutes in length.

Time: REPEAT APPT. Monday, October 14: 12:00pm to 1:15pm

Client: Search: [ ] Select: Hall, Susanne

Instructor: -- please select -- \*

Admin Options: Walk-In/Drop-In:  | Missed:  | Placeholder:  | Email Client?

SAVE APPOINTMENT CLOSE WINDOW

6. You should receive confirmation of your scheduled appointments via email. If you need to cancel and reschedule, you may do so yourself via the scheduler.

**You must sign up in order to ensure your space in the event and that the event will be held.** Most sessions are limited to 20 students per session. If you delay signing up, the sessions that fit your schedule may fill up. Please also not that events without signed up students will be cancelled.

Questions? Email us at [writing@caltech.edu](mailto:writing@caltech.edu).