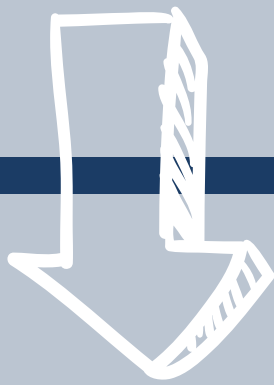


SCHEDULING A WRITING CENTER APPOINTMENT IN COMPASS

STEP 1:

CLICK ON THE BLUE “SCHEDULE AN APPOINTMENT” BUTTON FOUND ON OUR WEBSITE, [LIBERTY.EDU/WRITING](https://liberty.edu/writing).



Schedule an Appointment

STEP 2:

USE YOUR LIBERTY USERNAME AND PASSWORD TO SIGN IN TO COMPASS.



LIBERTY UNIVERSITY

Sign in

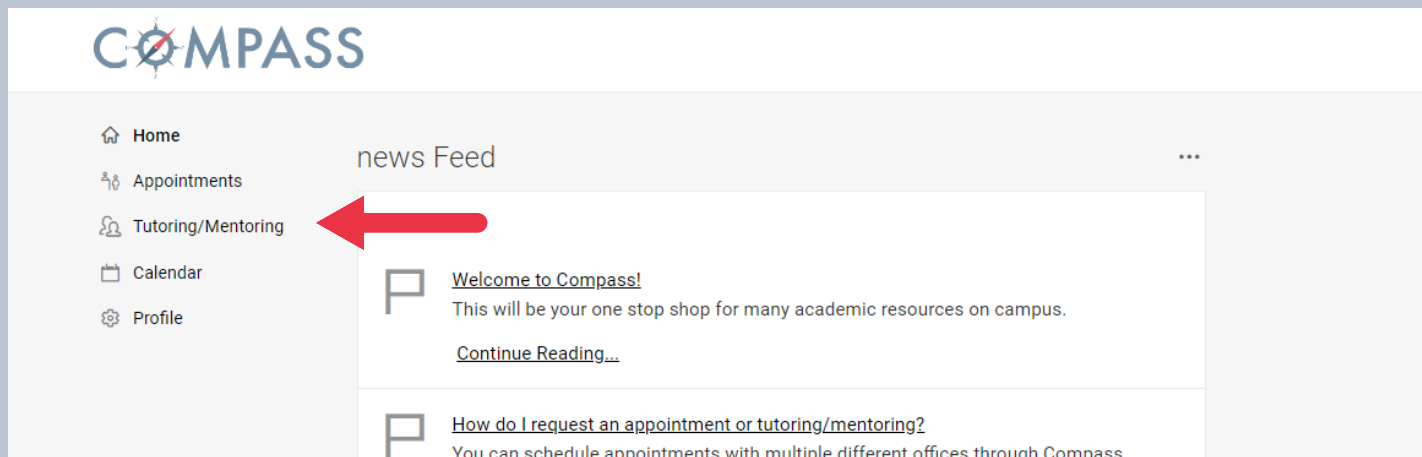
[Can't access your account?](#)

Back

Next

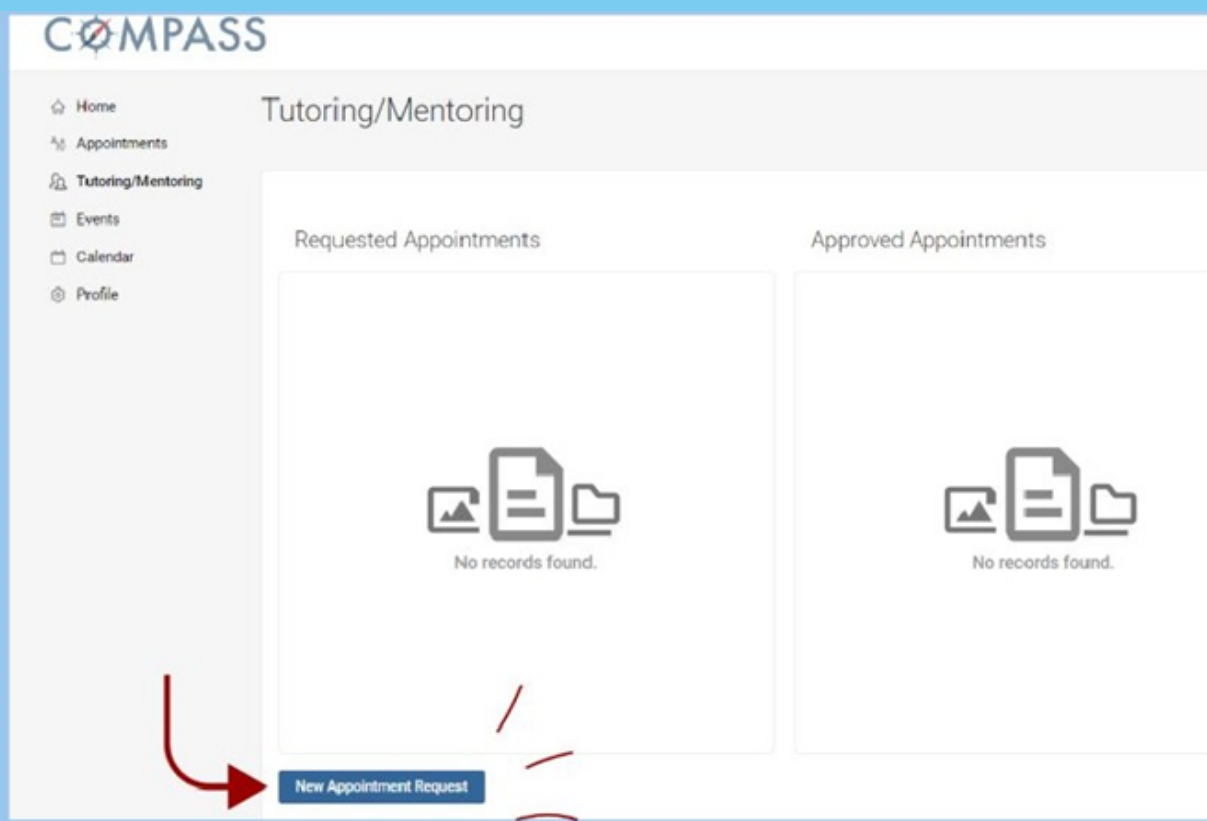
STEP 3:

ON THE COMPASS HOMEPAGE, CLICK ON “TUTORING/MENTORING” IN THE SIDEBAR.



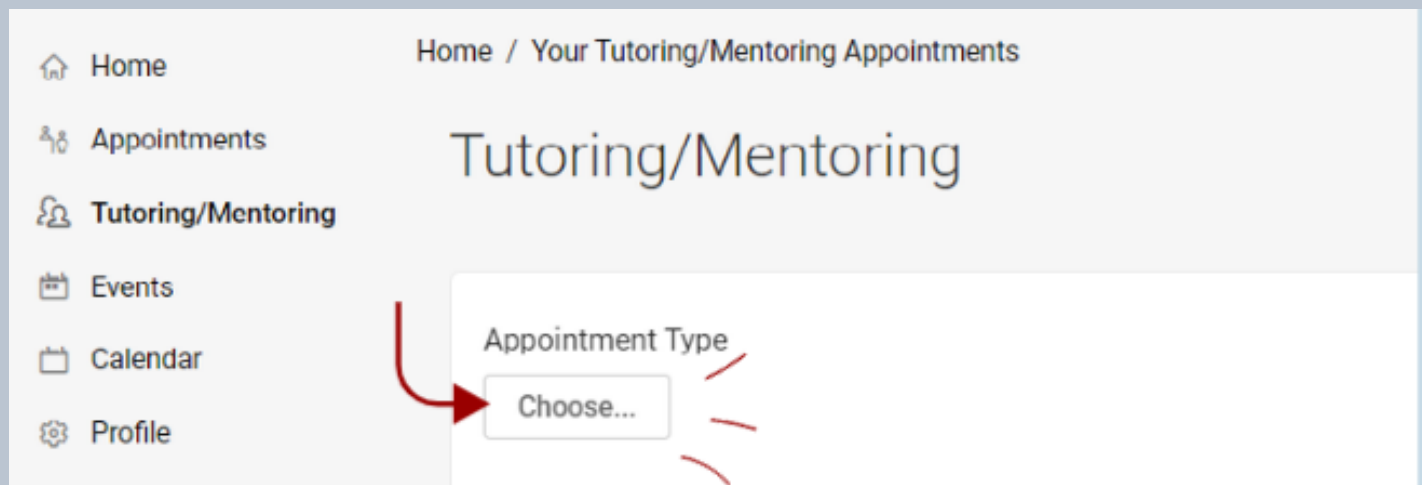
STEP 4:

TO REQUEST AN APPOINTMENT, SELECT "NEW APPOINTMENT REQUEST."



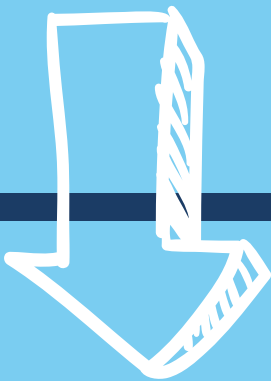
STEP 5:

UNDER APPOINTMENT TYPE, CLICK "CHOOSE."



STEP 6:

SELECT WRITING CENTER.

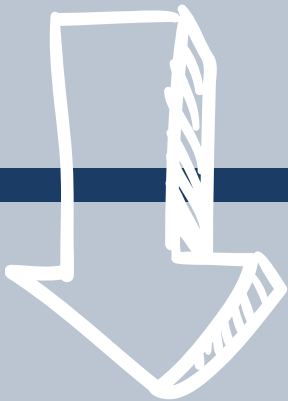


Choose		DONE
<input type="radio"/>	Academic Mentoring	>
<input type="radio"/>	Eagle Scholars	>
<input type="radio"/>	Health Science First-Gen College Student Mentoring	>
<input type="radio"/>	Online Foreign Language Lab	>
<input type="radio"/>	School of Nursing	>
<input type="radio"/>	Tutoring Services	>
<input checked="" type="radio"/>	Writing Center	>
		DONE

STEP 7:

CHOOSE YOUR CLASSIFICATION.

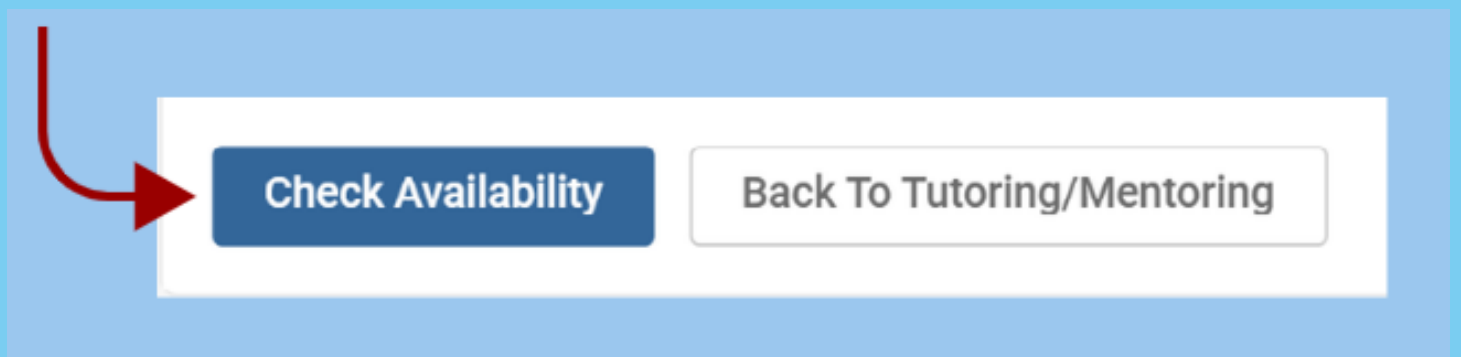
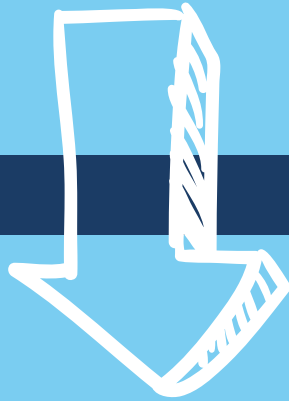
IF YOU ARE LOOKING FOR HELP PREPARING FOR A TEACHER LICENSURE EXAM, SELECT "EDUCATION LICENSURE ASSESSMENTS," THEN CHOOSE THE ASSESSMENT YOU ARE PREPARING FOR.



BACK	Choose	DONE
<input type="radio"/>	Education Licensure Assessments	>
<input type="radio"/>	Graduate Writing	
<input type="radio"/>	Honors Thesis	
<input checked="" type="radio"/>	Undergraduate Writing	
BACK		DONE

STEP 8:

FOR BEST RESULTS, SKIP OVER THE FILTERS
AND SELECT "CHECK AVAILABILITY."



STEP 9:

FIND AN APPOINTMENT THAT WORKS BEST
FOR YOUR SCHEDULE AND SELECT IT BY
CLICKING ON THE COACH'S NAME.



Undergraduate Writing Center-(In Person) X Choose...

Date Range

2022-07-15 Select to 2022-11-12 Select

Time Range

08 00 am Clear

to

11 00 pm Clear

Tutor/Mentor

<u>Kelly Marie Lewis (DeMoss 1100;)</u> 45 mins (1 of 1 slots available)	9:00 am
<u>Pei Jung Chuang (DeMoss 1100;)</u> 45 mins (1 of 1 slots available)	
<u>Kelly Marie Lewis (DeMoss 1100;)</u> 45 mins (1 of 1 slots available)	11:00 am
<u>Pei Jung Chuang (DeMoss 1100;)</u> 45 mins (1 of 1 slots available)	
<u>Kelly Marie Lewis (DeMoss 1100;)</u> 45 mins (1 of 1 slots available)	12:00 pm
<u>Kelly Marie Lewis (DeMoss 1100;)</u> 45 mins (1 of 1 slots available)	1:00 pm

STEP 10:

**FILL OUT THE INFORMATION IN THE
CONFIRMATION BOX AND SUBMIT YOUR
APPOINTMENT REQUEST.**




Confirm Tutoring/Mentoring ×

Length (in minutes)

Liberty ID number

In the below box, indicate what specific questions or topics you plan to discuss with your tutor.



**SUCCESS! YOUR APPOINTMENT HAS BEEN
MADE!**

