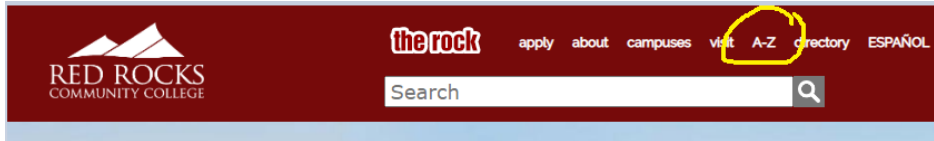


## How to Schedule an Appointment in the RRCC Writing Center

1. Go to the Red Rocks home page at <https://www.rrcc.edu/>, and click on the “A-Z” tab at the top of the page.

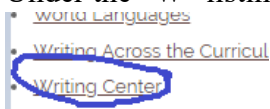


2. At the top of the next page, click on “W.”

### A-Z Index

A B C D E F G H I J K L M  
N O P Q R S T U V W X Y Z

3. Under the “W” listings, click on “Writing Center.”

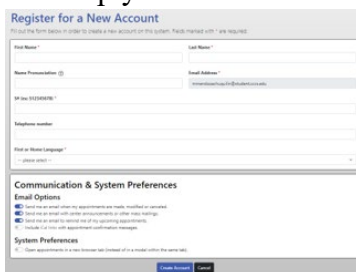


4. On the Writing Center webpage, click on the button for “Schedule an Appointment Here.”

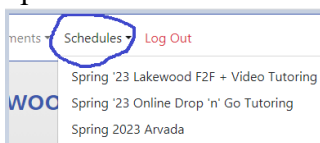
[Learn more about scheduling an appointment here.](#)



5. If you’ve never visited the Writing Center before, you’ll be prompted on the next screen to set up your account.

The image shows a registration form titled 'Register for a New Account'. It includes fields for 'First Name', 'Last Name', 'Email Address', and 'Password'. There are also checkboxes for 'Email Options' and 'System Preferences'. The form is set against a light gray background.

6. At the top of the next page, click on the “Schedules” tab, and select from the 3 tutoring options.



7. Choose from the options in the “Find an Appointment” box, and click the blue “Find Appointments” button at the bottom of the screen.

8. On the next page, choose the box with your preferred appointment, and click the blue “Reserve” button.

9. If you chose **Lakewood F2F + Video Tutoring**, look under “Meet Online?” on the following page, and click “No” if you want a face-to-face appointment, or click “Yes” if you want a video appointment. **To access your video appointment**, follow steps 1-4 & 6, and look on the right side of the screen under “Today’s Appointments.”

10. If you chose **Online Drop ‘n Go Tutoring**, look under “File Attachments” on the following page, and upload the **assignment instructions** and a draft of **your paper**. You’ll receive written feedback in 36 hours or less. Check your RRCC student email in The Rock portal for a notification that your feedback is ready.