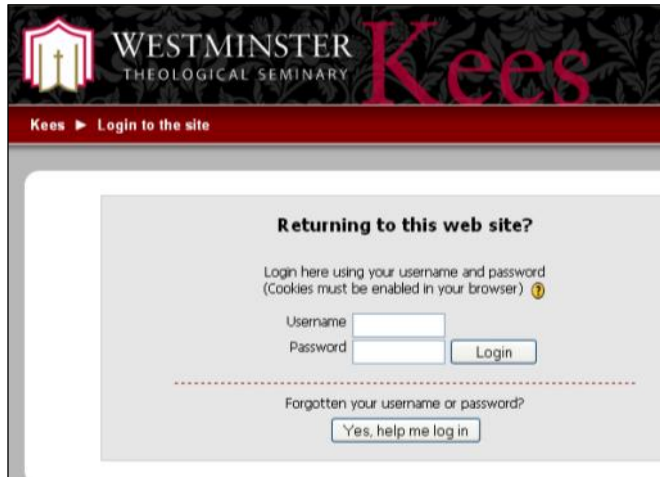
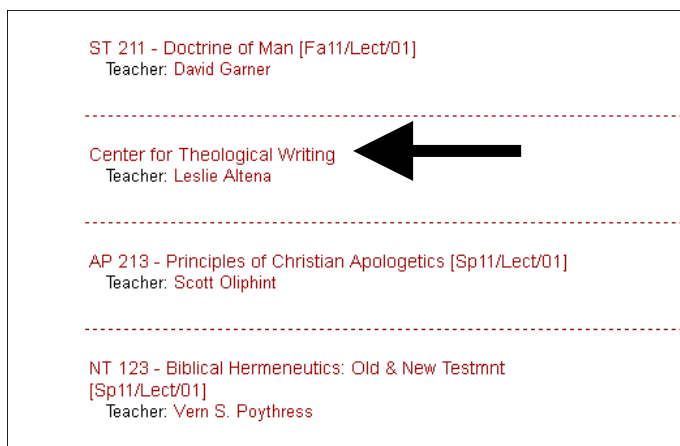


How to Schedule an Appointment with a CTW Tutor

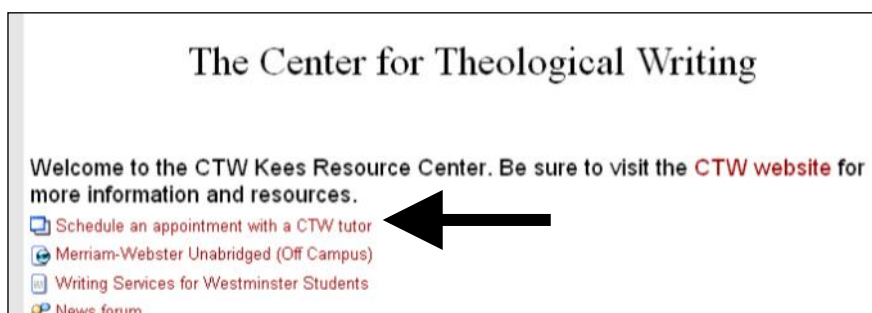
1. Go to kees.wts.edu and log in using your student username and password.



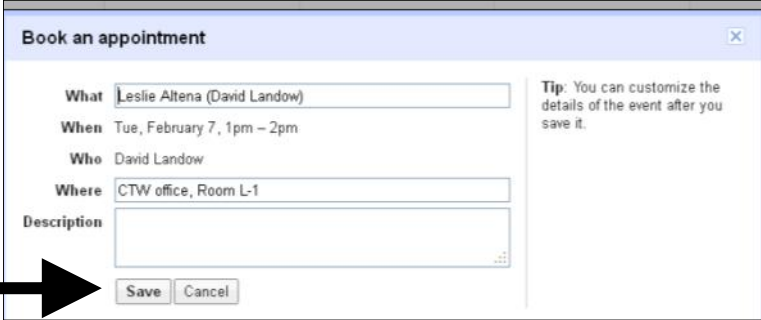
2. Scroll down and select “Center for Theological Writing” from your course list.



3. Near the top of the page, select the link which says “Schedule an Appointment with a CTW Tutor.”



7. A pop-up will appear with your appointment details. **Click save.**



Book an appointment

What Leslie Altana (David Landow)

When Tue, February 7, 1pm - 2pm

Who David Landow

Where CTW office, Room L-1

Description

Save Cancel

Tip: You can customize the details of the event after you save it.

8. You are finished! If you need to cancel your appointment, please contact the CTW by e-mailing wringcenter@wts.edu or by calling 215-935-3867.

Notes:

- You will receive an e-mail confirming your selection. Be aware that you will receive a confirmation e-mail for each slot you selected.
- You can view appointments you have signed up for on the Google calendar associated with your student e-mail.

Preparing for your appointment

Before your appointment, e-mail your paper to wringcenter@wts.edu.