

How do I make an appointment?

The Writing and Speech Center offers appointments in three formats: In-Person (at our center, Craig 104-A), Online Videoconference (via Zoom), and Teleconference. If your teleconference is with a tutor, please call 909-447-2556 at the beginning of your appointment time. If your teleconference is with Jennifer, please call 909-447-3539 at the beginning of your appointment time.

There are two ways you can get help from the Writing Center:

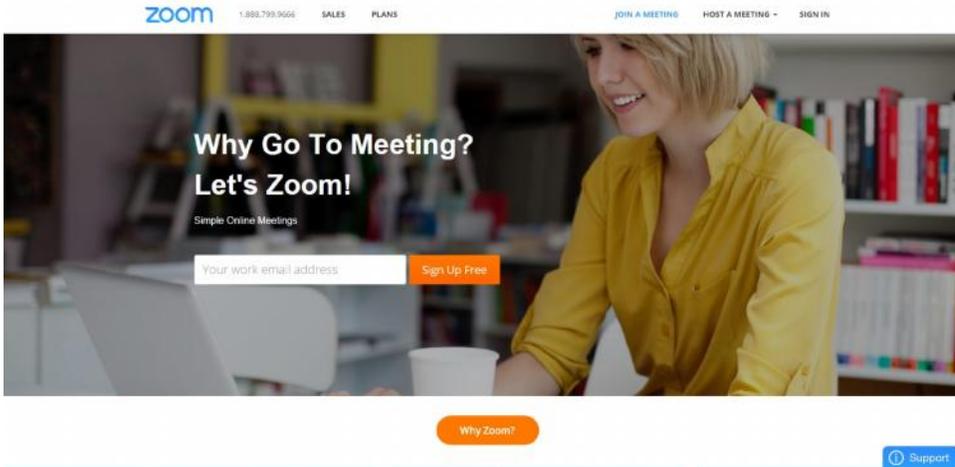
- You are welcome to drop in when we're open and see if someone can work with you, or
- Make an appointment by clicking on the "Make an Appointment!" icon on the Writing Center page linked from www.cst.edu. You may also stop by and make an appointment in person.
- If you make an appointment and can't show up, please cancel online **at least 24 hours in advance**, so that another person can use that time slot.

You can like us on Facebook at <https://www.facebook.com/TheClaremontWritingCenter>. We also invite you to gchat with us via our CST email system at writingcenter@cst.edu. We offer workshops throughout the semester. We encourage you to continually check our Writing & Speech Center Workshop page at <http://www.cst.edu/writing-center/workshops/> for updates and announcements.

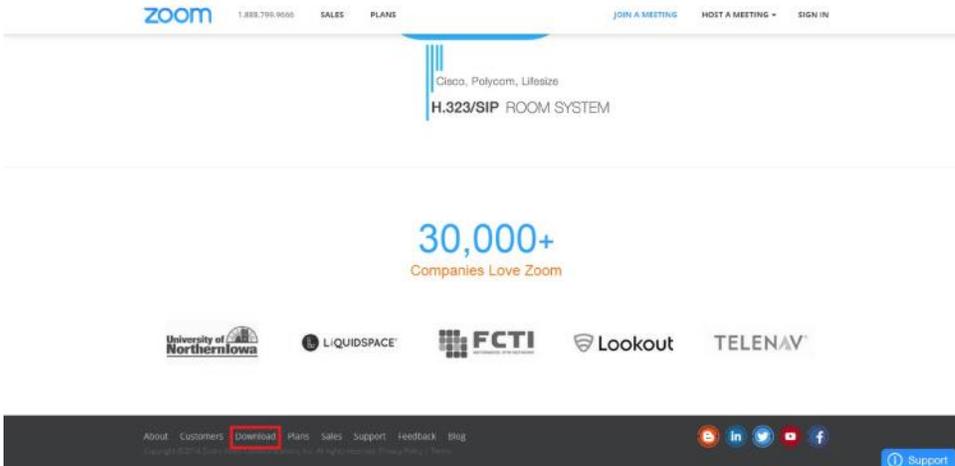
In order to access our online video conferencing software, you will need to follow the instructions printed below.

Our online videoconferences are facilitated through Zoom videoconferencing software. If you have scheduled an online tutorial, please follow the instructions printed below upon your first visit.

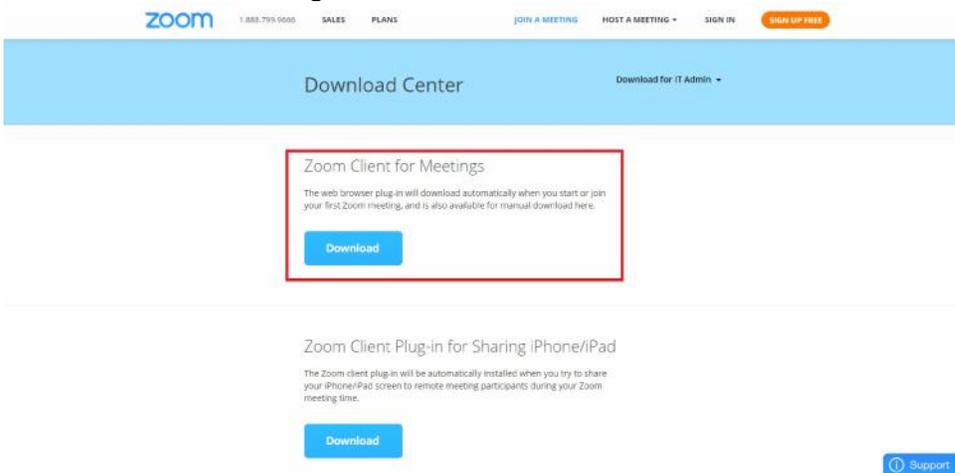
Navigate to <http://zoom.us>



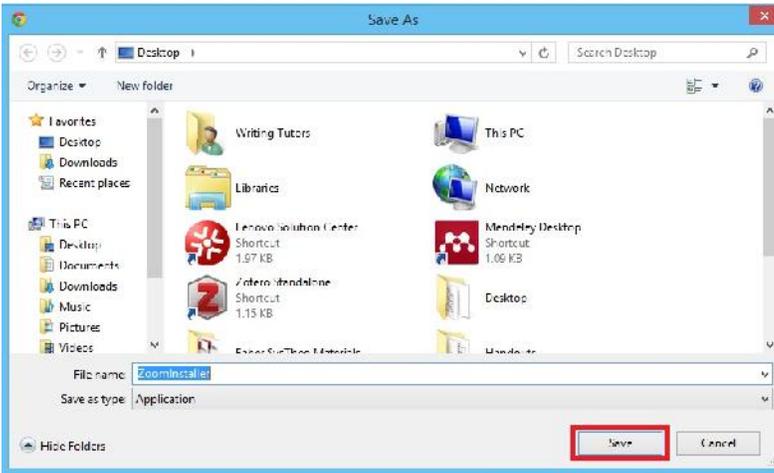
Scroll to the bottom of the webpage and select, "Download".



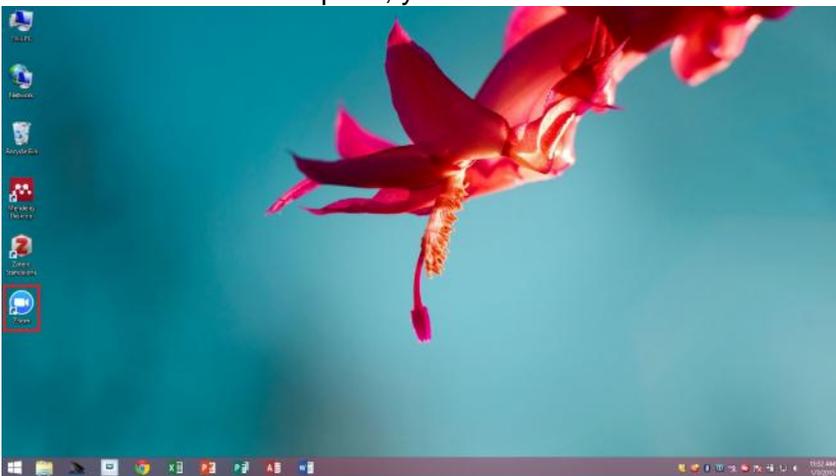
You will be redirected to the client select page. You will need to choose the "Zoom Client for Meetings" download link.



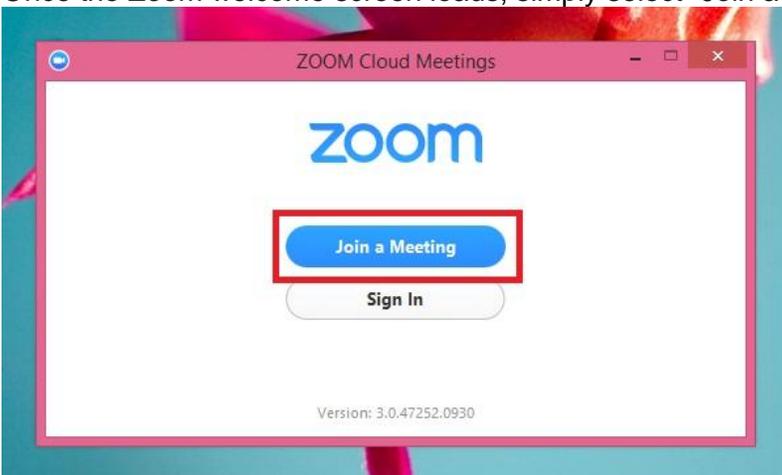
Save and install the ZoomInstaller.



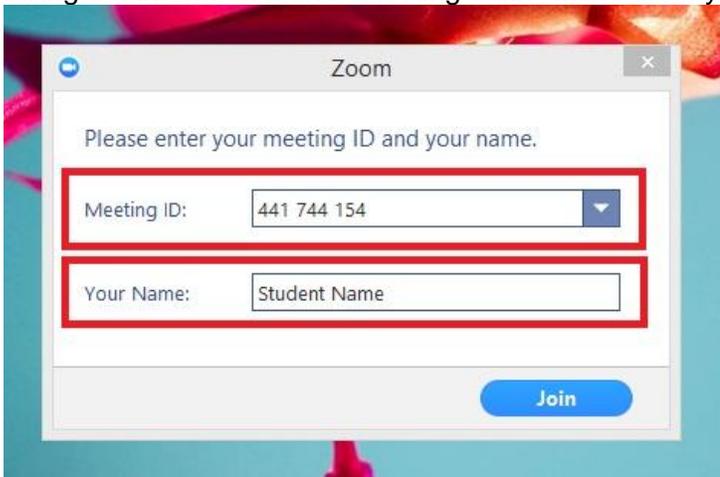
Once the installer is complete, you will notice a Zoom icon located on your desktop.



When it is time for your meeting simply double click this icon. Once the Zoom welcome screen loads, simply select "Join a Meeting".

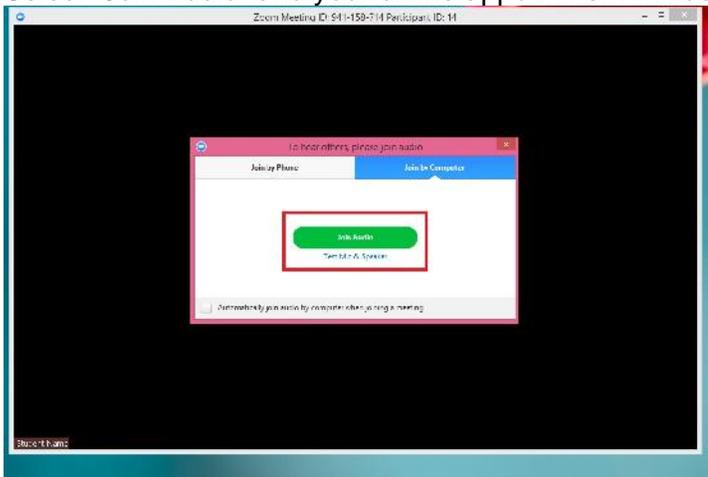


On the next screen (pictured below), you will need your tutors “Meeting ID.” This number is located at the top of your appointment registration form. Filling out information and selecting “Join” will redirect you to your scheduled appointment.



A screenshot of a Zoom application window titled "Zoom". The window contains a form with the instruction "Please enter your meeting ID and your name." There are two input fields: "Meeting ID:" with the value "441 744 154" and "Your Name:" with the value "Student Name". A blue "Join" button is located at the bottom right of the form. Red rectangular boxes highlight the Meeting ID and Your Name fields.

Select “Join Audio” and your online appointment will begin.



A screenshot of a Zoom meeting interface. The main window is titled "Zoom Meeting ID: 511-150-714 Participant ID: 11". In the center, there is a smaller window titled "To hear others, please join audio". This window has two tabs: "Join by Phone" and "Join by Computer". Under the "Join by Computer" tab, there is a green button labeled "Join Audio" and a smaller button labeled "Turn Off Speaker". A red rectangular box highlights the "Join Audio" button. At the bottom left of the main window, there is a small "Share Screen" button.