

Virtual Writing Center Procedures

McPherson College Writing Center will be open to assist students virtually beginning March 30. You can submit papers at any time following the steps below. Writing Center tutors will conference with you over the phone to discuss suggested revisions during the next regularly scheduled shift: **Monday through Friday 11:30 a.m. to 1 p.m.** and **Sunday through Thursday 7 p.m. to 10 p.m.** If those times don't work for you, include an alternate meeting day and time in your email.

How to Use the McPherson College Virtual Writing Center:

Begin by sending an email to writingcenter@mcpherson.edu with the following info:

1. **Attach your paper as a Microsoft Word document OR share the link to your paper from Google docs**
NOTE: If using Google docs, you must select the “anyone with link can edit” option
2. **Include any instructions or guidance that you received from your professor regarding the assignment.** Attach the rubric, copy and paste the assignment description from Bulldog Connect, etc. (The more background information you provide the tutor, the more focused their guidance can be!)
3. **Include the phone number where you'll be available for a phone call during the next virtual writing center shift.**
4. **If the next writing center shift doesn't work for you, please suggest a new day and time to meet.** You'll receive an email confirming the new meeting day and time.

***NOTE:** If at any point you have trouble with the tech or any of the steps involved, just contact academicsupport@mcpherson.edu