

## Instructions for Booking a Writing Center Appointment

The purpose of the Writing Center is to help you improve your writing skills outside of class, provide detailed and constructive feedback on your essays, and support you in the areas you need. Follow the steps below to schedule an appointment:

1) Click on the link below. The calendar will appear where you can choose a day and time.

### Writing Center Appointment Link

Writing Center Appointment Google Calendar

🕒 30 dk.lık randevular

📍 Fled Hall Office 21

(GMT+03:00) Türkiye Saati

<	18	CMT 19	PAZ 20	PZT 21	SAL 22	ÇAR 23	PER 24	>
—	—	—	—	11:00am	11:00am	11:00am	11:00am	
—	—	—	—	11:30am	11:30am	11:30am	11:30am	
—	—	—	—	12:00pm	12:00pm	12:00pm	12:00pm	
—	—	—	—	12:30pm	12:30pm	12:30pm	12:30pm	
—	—	—	—	1:00pm	1:00pm	1:00pm	1:00pm	
—	—	—	—	1:30pm	1:30pm	1:30pm	1:30pm	
—	—	—	—	2:00pm	2:00pm	2:00pm	2:00pm	
—	—	—	—	2:30pm	2:30pm	2:30pm	2:30pm	
—	—	—	—	3:00pm	3:00pm	3:00pm	3:00pm	

2) You can select a suitable day and time to book a 30-minute appointment. There will be some information you need to fill out when making the appointment. You will need to provide your first and last name, e-mail (the one starting with your student id), level, and a **copy of your paragraph/essay** and then complete the appointment process. **It is highly important and obligatory to upload or copy your writing so that instructors can check it before the appointment.** If you are not able to send the whole paragraph/essay, send it with an email to [tanrisevenemine.writingcenter@gmail.com](mailto:tanrisevenemine.writingcenter@gmail.com).

Fled Hall-Room 21

İletişim bilgileriniz

Ad

Soyadı

E-posta adresi

Level (e.g. MID 02)

Your essay/paragraph

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3) The appointment details will be sent to both you and me via e-mail.

**\*\*\*You must schedule your appointment at least one day in advance. For instance, it's not possible to book an appointment for just one hour later.**

**\*\*\*You should bring a hard copy of your essay/writing with you.**

**Important Note:** If you cannot attend the appointment, you must cancel it at least 1 day in advance. You can cancel your appointment through the mail sent to you after you book it. Students who miss 2 appointments will not be able to get another appointment during that semester, so it is important to cancel any appointment you cannot attend.

**\*For further questions you can contact me by sending an e-mail to this address:**  
[emine.tanriseven@istinye.edu.tr](mailto:emine.tanriseven@istinye.edu.tr)

Best regards,

Emine TANRISEVEN