**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.



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



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



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



1. The next screen will prompt you to sign into The Rock portal.



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



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



1. Choose your desired appointment time by clicking on a white box. (Blue, gray & black boxes are not available.) Appointments begin every hour and half-hour and last 30 minutes. Your scheduled appointment will show as a yellow box.



1. 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 1-5 & 7, and click on the box in your appointment time.



1. 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.

