

Self-Scheduling Instructions

- Go to arcschedule.georgefox.edu
 - Login using your George Fox username and password
 - Select “Search Availabilities” on lefthand side
 - Select “Portland Center: Writing Center” from the *Center* drop-down menu
 - Enter the range of dates that you would like to make an appointment within
 - Hit the “Search Button”
 - A list of available appointments and consultant names will appear. Click on the time slot you would like to make an appointment for.
 - Keep in mind the specialties of each consultant when making appointments:
 - Maddie: APA
 - Jeremy: Turabian
 - Fill out as much information as possible in the “Appointments Entry” pop-up that appears.
 - **In the “Notes” section, please include the following information:**
 - **A general description of the assignment and approximate length (e.g. “7 page research paper” or “15 page personal reflection paper”)**
 - **Specific things you would like the consultant to focus on**
 - **Whether the appointment will be distance (by email) or in person at the Portland Writing Center office**
 - Press “Save” at the bottom of the pop-up
 - You should receive an automatic email confirmation if the appointment has been successfully scheduled.
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