

**Book an appointment or learn more: [uwc.ucla.edu](http://uwc.ucla.edu)**

Phone: 310-206-1320 / Email: [wcenter@g.ucla.edu](mailto:wcenter@g.ucla.edu)

Zoom Room link: <https://ucla.zoom.us/my/undergraduatewritingcenter>

The History Writing Center offers UCLA undergraduates **free**, one-on-one feedback and support on their writing. The HWC is staffed by tutors who are graduate students in the History department. HWC tutors are trained to provide one-on-one writing sessions for undergraduates working on papers for a history class or for history majors working on papers for capstone or honors courses. They work with students at ANY point of the writing process and tailor meetings to the concerns of each writer.

**Fall 2022 Hours – ALL APPOINTMENTS ONLINE via ZOOM & Google Docs**

**Scheduled Appts.:** Wk. 2 | M/W 2-5PM; T/Th 3-5PM  
Wks. 3, 5, 7 & 8 | M-Th. 1-5PM  
Wk. 4 | M-W 1-5PM; Th 10-11AM & 1-5PM; F 10AM-12PM & 2-3PM  
Wks. 9 & 10 | M-W 1-5PM  
30 min. scheduled online appointments  
**Drop-In Hours:** Available if appointments cancel or are unbooked

**OPENING DATE:** The HWC will open for appointments starting **Monday, 10/3/2022**

**WHAT WE OFFER**

**Scheduled Appointments via Zoom and Google Docs**

- Book online up to 7 days in advance
- 30-minute appointments available
- All appointments are online

More information about Zoom appointments:

- Go to [uwc.ucla.edu](http://uwc.ucla.edu) and click on Book It to schedule an appointment
- Once you've scheduled your appointment, you will receive an email confirmation with the Zoom link and information about sharing your paper with us via Google Docs before your appointment
- On the date and time of your appointment, be at the Zoom link and your tutor will read your paper and provide suggestions and communicate effective writing strategies and guide you through the writing process

If you have any internet connection problems that make Zoom difficult, please let us know so we can organize another way to work with you.

**Waitlist**

- If appointments are not available when you try to book online, we have a waitlist. To get on it, contact us and provide your name, UID, phone number, and availability.

**E-Mail Feedback (Not Available during Wks. 4, 10 or Finals Week)**

- If you are having technical problems with Zoom, you can send your paper and assignment to us at [wcenter@g.ucla.edu](mailto:wcenter@g.ucla.edu).
- In that email, tell us: 1) that you want an HWC tutor to look at your paper; 2) why you need email feedback; 3) when you need the feedback; 4) what your 2-3 concerns about the paper are
- We will try to send your paper back with feedback in 24 hours. However, our response time will depend on demand.

**WHAT TO SHARE with US**

- A copy of the assignment/prompt
- A draft if you have one, preliminary notes, and/or readings, instructor or peer comments