HOW DO I SCHEDULE AN APPOINTMENT WITH THE WRITING LAB?

- You can make an online appointment or an in-person appointment.
  - Online appointments will be in real-time using https://join.me/
  - In-person appointments will take place face-to-face in the Writing Lab (located in the Success Center on the second floor of the Clarkson College Student Center).
- To make an appointment with a consultant, sign up using the same site that you use to schedule tests in the testing center at http://ccet.timetrade.com
- Once you are in your TimeTrade account, click on the Writing Lab under “Center:”

- Then, choose the type of session you would like (on-campus or online) and the consultant.

- Once you have scheduled your appointment, you will receive a confirmation e-mail.