
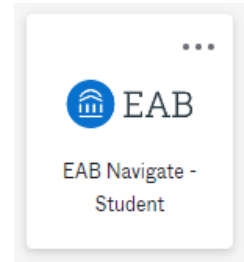




HOW TO SCHEDULE AN APPOINTMENT

@ UNIVERSITY WRITING SERVICES (USING EAB NAVIGATE - STUDENT)

1. Go to <https://myslu.slu.edu/> and enter your SLU username and password.
2. After logging in, you will automatically be redirected to the Okta Dashboard. Search for and open the **EAB Navigate - Student** app (use the company's logo to the right as a reference) located under Applications.
3. Once the EAB Navigate - Student website loads, it should say "Welcome to Saint Louis University". Click on **Login with your school account**.
4. If you are asked to complete an **Intake Survey**, select the most appropriate response based on your current class standing/status. This should only happen once per semester.
5. Select **Appointments** (use the symbol to the right as a reference). 
6. Click on **Schedule an appointment** located in the top right-hand corner.
7. Under **Please choose an Appointment Category**, select "Writing Services".
8. Under **Service**, choose your preferred appointment type.
 - a. In-Person Appointments will take place on-campus at the following locations:
 - i. Busch Student Center Suite 331
 - ii. Pius XII Memorial Library Room 320
 - iii. Trudy Busch Valentine School of Nursing Suite 114
 - iv. Champions Center Student Success Suite in Chaifetz Arena (exclusively for student athletes)
 - b. Online (Asynchronous) Consultations will take place entirely via email.
 - i. The term "asynchronous" implies that you and the writing consultant will *not* be online simultaneously. There is *no* live interaction. Instead, the process involves 2 mandatory steps. You must first book an appointment and then fill out a Qualtrics survey (which will be referred to hereafter as the Online Submission Form) prior to your scheduled appointment.
 - ii. You will need to attach your project as a .doc or .docx file.
 - iii. The consultant will download your submission at your designated appointment time, make suggestions in the margins on 4-7 double-spaced pages of the project, compose an email summary, and send you feedback (reattaching your project with their comments) by 10:00 pm on the same day.



- iv. For longer projects, you may schedule multiple asynchronous appointments. Be sure to submit the Online Submission Form for each appointment and indicate a different starting point.
- c. Zoom Video Conferences will take place in real time using audio-video conferencing software.
- i. These conferences can be conducted using a desktop computer/laptop (preferred) or tablet/smartphone app with limited functionality. For optimal performance, a stable internet connection is strongly recommended.
 - ii. You must sign into Zoom on the day of your scheduled appointment to ‘meet’ with your consultant at the designated time. Your device must have microphone accessibility. Webcam accessibility is *strongly* recommended.
 - iii. Students are expected to treat the virtual environment the same as in-person environments. In accordance with university policy, students must be *appropriately attired* throughout the entire duration of the appointment.
9. Under **Pick a Date**, select the month and day that corresponds to when you would like to (ideally) meet with a writing consultant. University Writing Services is open Sunday through Friday with morning, afternoon, and evening appointments. We are always closed on Saturdays.
10. Hit the “**Find Available Time**” button.
11. Once the screen automatically refreshes, you will now see 2 columns. The left-hand column is *optional* but can be used to narrow down your results. The right-hand column shows all the open time slots to meet with different writing consultants on specific days and times (listed in chronological order) and separated by location.

Disclaimer: If you logged into EAB using a mobile device or opened it on a small computer screen, there will only be 1 column (not 2 as suggested above). The consultants’ availabilities will appear **underneath** the calendar, staff, meeting type, location, and course.

- a. What to do in the **left-hand column**: *[OPTIONAL]*
- i. Pick a Date:
 - 1. It is the same calendar as before. If you accidentally chose the wrong date, you can still make changes by picking the correct month and day instead of hitting the “Go Back” or “Start Over” buttons.
 - 2. Dots indicate days with available times.

13	14	15	16	17	18	19
•	•	•	•	•	•	•
20	21	22	23	24	25	26
•	•	•	•	•	•	•
27	28					
•	•					

- ii. Staff:
 - 1. Search for a staff member by name (if you want to meet with a specific writing consultant) or leave it blank if you do **not** have a preference.

- iii. How would you like to meet?
 1. The meeting type is pre-determined based on the service you selected on the previous page. It will match your preferred appointment type.
 - a. If you selected in-person appointment, there will only be one meeting type listed in the dropdown menu. It will say “In-Person”.
 - b. Alternatively, if you selected Online (Asynchronous) Consultation or Zoom Video Conference, a different meeting type will be listed in the dropdown menu. It will say “Virtual”.
- iv. Location:
 1. If you are meeting with the writing consultant in-person, select the building and room of your choice.
 - a. There are 4 different options:
 - i. “University Writing Services (Busch Student Center, Suite 331)”
 - ii. “University writing Services (Pius Library, Room 320)”
 - iii. “University Writing Services (School of Nursing, Suite 114)”
 - iv. “University Writing Services (Champions Center Student Success Suite)”
 - b. Remember to take travel time into consideration. Most of the writing center locations can be found on North Campus except for the Trudy Busch Valentine School of Nursing building which is located on South campus.
 2. If you are meeting with the writing consultant asynchronously, there will only be 1 option. Select “University Writing Services (Virtual - Asynchronous)”.
 3. If you are meeting with the writing consultant via Zoom, there will only be 1 option. Select “University Writing Services (Virtual - Zoom)”.
- v. Course:
 1. This dropdown menu will always be empty because it is used by other on-campus services (e.g. Tutoring) but does **not** affect the writing center. Writing consultants can work with any students from any department on any assignment. It is **not** limited to specific courses.

b. What do in the **right-hand column:**

- i. Review the days and times that 1+ writing consultants are available to meet with the students. The list is separated by location in chronological order.

New Appointment

All Filters [Start Over](#)

Please choose an Appointment Category

Writing Services

Service

Graduate: In-Person Appointment

Pick a Date

December 27

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Staff

Search by name

Location

Search by name

Course

Select course

WRITING SERVICES GRADUATE: IN-PERSON APPOINTMENT

3 Locations

Mon, Dec 1st

University Writing Services (Busch Student Center, Suite 331) **LOCATION #1**

Grad/Undergrad Writing Services

22 People

8:00 - 9:00 AM	9:00 - 10:00 AM	10:00 - 11:00 AM	11:00 - 12:00 PM
12:00 - 1:00 PM	1:00 - 2:00 PM	2:00 - 3:00 PM	3:00 - 4:00 PM
4:00 - 5:00 PM	5:00 - 6:00 PM	6:00 - 7:00 PM	7:00 - 8:00 PM
8:00 - 9:00 PM			

University Writing Services (Pius Library, Room 320) **LOCATION #2**

Grad/Undergrad Writing Services

2 People

No availability for this day

University Writing Services (School of Nursing, Suite 114) **LOCATION #3**

Grad/Undergrad Writing Services

3 People

11:00 - 12:00 PM	12:00 - 1:00 PM	1:00 - 2:00 PM	2:00 - 3:00 PM
3:00 - 4:00 PM	4:00 - 5:00 PM	5:00 - 6:00 PM	

Disclaimer: There are no in-person appointments available on Fridays at any location, but the writing center remains open remotely for asynchronous and Zoom appointments.

The writing center is always closed on Saturdays.

It is also important to know that the Champions Center Student Success Suite is only visible to student athletes, which is why it does not appear in the screenshot above.

OR

New Appointment

All Filters [Start Over](#)

Please choose an Appointment Category

Writing Services

Service

Graduate: Online (Asynchronous) Consultation

Pick a Date

December 2025 27

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

WRITING SERVICES GRADUATE: ONLINE (ASYNCHRONOUS) CONSULTATION

University Writing Services (Virtual - Asynchronous) **LOCATION #1**

22 People

[View individual availabilities](#)

Mon, Dec 1st

8:00 - 9:00 AM	9:00 - 10:00 AM	10:00 - 11:00 AM	11:00 - 12:00 PM
12:00 - 1:00 PM	1:00 - 2:00 PM	2:00 - 3:00 PM	3:00 - 4:00 PM
4:00 - 5:00 PM	5:00 - 6:00 PM	6:00 - 7:00 PM	7:00 - 8:00 PM
8:00 - 9:00 PM			

Tue, Dec 2nd

8:00 - 9:00 AM	9:00 - 10:00 AM	10:00 - 11:00 AM	11:00 - 12:00 PM
12:00 - 1:00 PM	1:00 - 2:00 PM	2:00 - 3:00 PM	3:00 - 4:00 PM
4:00 - 5:00 PM	5:00 - 6:00 PM	6:00 - 7:00 PM	7:00 - 8:00 PM
8:00 - 9:00 PM			

Disclaimer: There is only 1 location for asynchronous appointments.

OR

New Appointment

All Filters [Start Over](#)

Please choose an Appointment Category

Writing Services

Service

Graduate: Zoom Video Conference

Pick a Date

December 2025 < 27 >

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

WRITING SERVICES GRADUATE: ZOOM VIDEO CONFERENCE

University Writing Services (Virtual - Zoom) ⓘ

22 People
[View individual availabilities](#)

Mon, Dec 1st

8:00 - 9:00 AM 9:00 - 10:00 AM 10:00 - 11:00 AM 11:00 - 12:00 PM
12:00 - 1:00 PM 1:00 - 2:00 PM 2:00 - 3:00 PM 3:00 - 4:00 PM
4:00 - 5:00 PM 5:00 - 6:00 PM 6:00 - 7:00 PM 7:00 - 8:00 PM
8:00 - 9:00 PM

Tue, Dec 2nd

8:00 - 9:00 AM 9:00 - 10:00 AM 10:00 - 11:00 AM 11:00 - 12:00 PM
12:00 - 1:00 PM 1:00 - 2:00 PM 2:00 - 3:00 PM 3:00 - 4:00 PM
4:00 - 5:00 PM 5:00 - 6:00 PM 6:00 - 7:00 PM 7:00 - 8:00 PM
8:00 - 9:00 PM

Disclaimer: There is only 1 location for Zoom appointments.

- ii. Pay careful attention to the calendar and list of dates. Double check that the option you is **pick the correct day of the week**.
 1. This is especially important for asynchronous and Zoom appointments since there is only 1 location.

See how the calendar shows Wednesday, September 17th as the selected date, but the list starts on Monday, September 15th.

New Appointment

All Filters [Start Over](#)

Please choose an Appointment Category

Writing Services

Service

Graduate: Online (Asynchronous) Consultation

Pick a Date

September 2025 < 27 >

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Staff

Search by name

WRITING SERVICES GRADUATE: ONLINE (ASYNCHRONOUS) CONSULTATION

University Writing Services (Virtual - Asynchronous) ⓘ

22 People
[View individual availabilities](#)

Mon, Sep 15th

8:00 - 9:00 AM 9:00 - 10:00 AM 10:00 - 11:00 AM 11:00 - 12:00 PM 12:00 - 1:00 PM
1:00 - 2:00 PM 2:00 - 3:00 PM 3:00 - 4:00 PM 4:00 - 5:00 PM 5:00 - 6:00 PM
6:00 - 7:00 PM 7:00 - 8:00 PM 8:00 - 9:00 PM

Tue, Sep 16th

8:00 - 9:00 AM 9:00 - 10:00 AM 10:00 - 11:00 AM 11:00 - 12:00 PM 12:00 - 1:00 PM
1:00 - 2:00 PM 2:00 - 3:00 PM 3:00 - 4:00 PM 4:00 - 5:00 PM 5:00 - 6:00 PM
6:00 - 7:00 PM 7:00 - 8:00 PM 8:00 - 9:00 PM

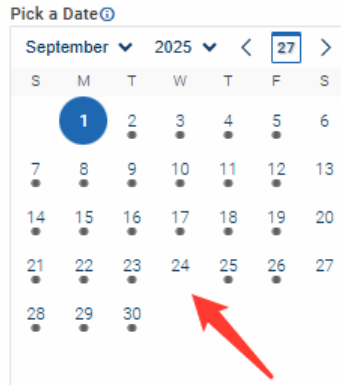
Wed, Sep 17th

8:00 - 9:00 AM 9:00 - 10:00 AM 10:00 - 11:00 AM 11:00 - 12:00 PM 12:00 - 1:00 PM
1:00 - 2:00 PM 2:00 - 3:00 PM 3:00 - 4:00 PM 4:00 - 5:00 PM 5:00 - 6:00 PM
6:00 - 7:00 PM 7:00 - 8:00 PM 8:00 - 9:00 PM

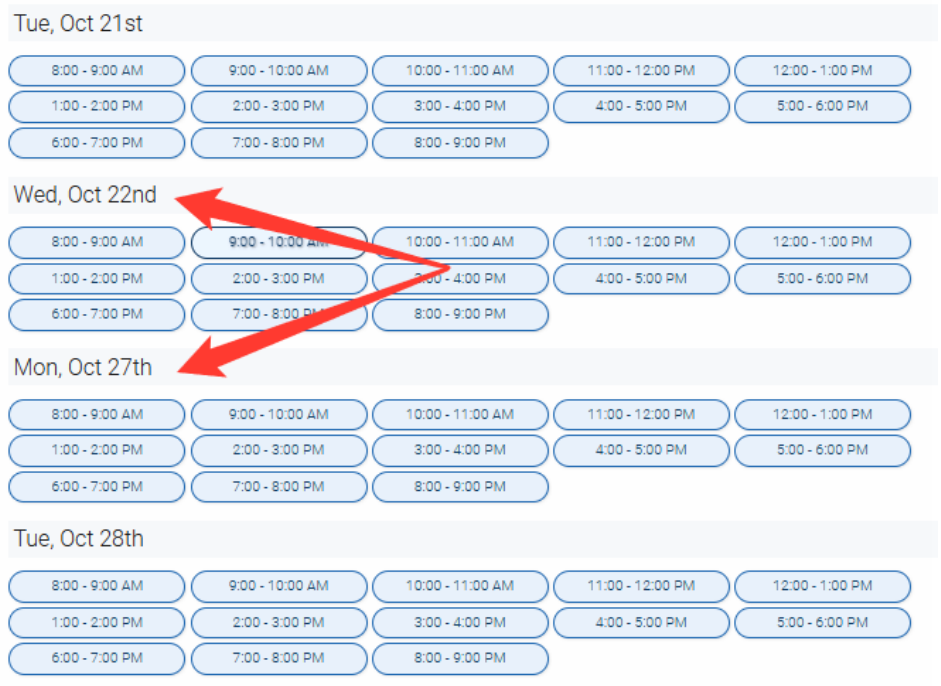
2. As appointments book up, they will be removed from the calendar.
3. Similarly, university holidays will also be blocked off in advance and removed from the calendar.
 - a. UWS is always closed on Martin Luther King Jr. Day, Wellness Day in February, Spring Break, Easter Break, Memorial Day, Juneteenth, 4th of July, Labor Day, Wellness Day in September, Fall Break, and Thanksgiving in accordance with the [SLU Academic Calendar](#). UWS will also be closed after the last day of summer classes up until the first day of the fall semester for professional development and training.
 - b. Therefore, these dates do **not** appear on the calendar or the list of available times even though the writing center is usually open on

Sundays and during the week.

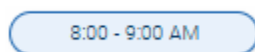
See how there are no dots below September 1st or September 24th because UWS is closed for Labor Day and Wellness Day.



See how the list skips from October 22nd to the 27th because UWS is closed for Fall Break. No writing consultants are working between those dates (a total of 4 consecutive days).



- iii. Once you have decided your preferred time for the appointment, select the corresponding **bubble**.



- iv. After clicking the bubble, a loading screen will automatically appear.



Loading Appointment...

12. Once the screen refreshes, you will then see the final confirmation page which asks you to **Review Appointment Details and Confirm**. Make sure there are no mistakes.
13. A little lower on that same page, you will see **Details**. Follow the instructions based on the type of service you selected.

IN-PERSON APPOINTMENT:

Remember to 1) write down the building and room number of your in-person appointment and 2) hit the “Schedule” button at the bottom of the screen to complete your reservation.

Appointments may be scheduled at any of the following physical locations:

- **Busch Student Center Suite 331** (open Sunday through Friday generally from 8:00 am to 9:00 pm; it is an active space shared by both writing consultants and tutors with study rooms for privacy and/or group projects; located on the third floor; after walking into the suite, turn right when you see the sign that says "Tutoring and Writing Services" and look for your writing consultant’s name on the cubicle and study room whiteboards),
- **Pius XII Memorial Library Room 320** (open during business hours of operation and weekday evenings; quieter space due to its layout; located inside the Quiet Study Area on the third floor by the main stairwell),
- **Trudy Busch Valentine School of Nursing Suite 114** (open only during business hours of operation; quieter space due to its layout; located inside the testing center on the first floor by the main entrance), and
- **Champions Center Student Success Suite** (open on Tuesday evenings; exclusively for student athletes; located inside Chaifetz Arena by the sanctuary).

Every 1-hour appointment includes up to 50-minutes of brainstorming and/or content-based feedback followed by a 5-minute survey.

OR

ONLINE (ASYNCHRONOUS) CONSULTATION:

Remember to 1) hit the “Schedule” button at the bottom of the screen to complete your reservation and 2) fill out the Online Submission Form by attaching your project as a .doc or .docx file. Copy and paste the link into a new tab on your internet browser.

- Here is the link to the Online Submission Form - https://slu.az1.qualtrics.com/jfe/form/SV_0lehn6G16BmZ24d
- You must complete the form **BEFORE** your appointment; otherwise, you will be marked as a "no show" and will need to reschedule.
- You should receive 2 email confirmations (1 from EAB Navigate and 1 from Qualtrics) when the reservation and the form are successfully completed.

- The consultant will download your submission at your designated appointment time, make suggestions in the margins on **4-7 double-spaced pages** of the project, compose an email summary, and send you feedback (reattaching your project with their comments) by **10:00 pm** on the same day.
- Consultants will use Microsoft Word’s built-in comment function in lieu of track changes.
- If the writing consultant does **NOT** send you **feedback by 10:15 pm** the day of your appointment, please send an email to writing@slu.edu.
- For longer projects, you may schedule multiple asynchronous appointments. Be sure to submit the Online Submission Form for each appointment and indicate a different starting point.
- Please send any comments, concerns, or questions to writing@slu.edu. Consultants will send all communications directly from this email address.

OR

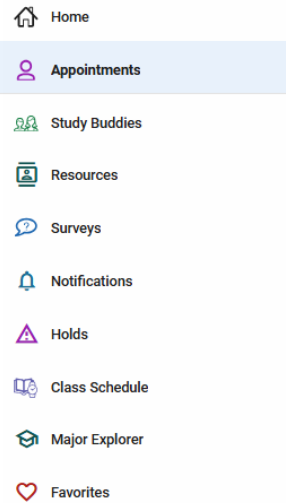
ZOOM VIDEO CONFERENCE:

Remember to 1) save the link to the writing consultant’s virtual meeting room which can be found under URL / Phone Number and 2) hit the “Schedule” button at the bottom of the screen to complete your reservation.

- Your device must have microphone accessibility. Webcam accessibility is strongly recommended. In accordance with university policy, you must be *appropriately attired* throughout the entire appointment.
- If the writing consultant does **NOT** initiate the Zoom meeting **after 5 minutes** past the start time of your appointment, please send an email to writing@slu.edu.
- Every 1-hour appointment that takes place via Zoom includes up to 50-minutes of brainstorming and/or content-based feedback followed by a 5-minute survey.

14. DID YOU REMEMBER TO HIT THE “SCHEDULE” BUTTON AT THE BOTTOM OF THE SCREEN? OTHERWISE, THE RESERVATION HAS NOT BEEN COMPLETED!

- a. After clicking the button, your screen will automatically refresh. It will say “Success!” in the top left corner and “Appointment Scheduled” in the middle.



[Go Back](#) | [Dashboard](#)

Success!



Appointment Scheduled
Great job scheduling your appointment!

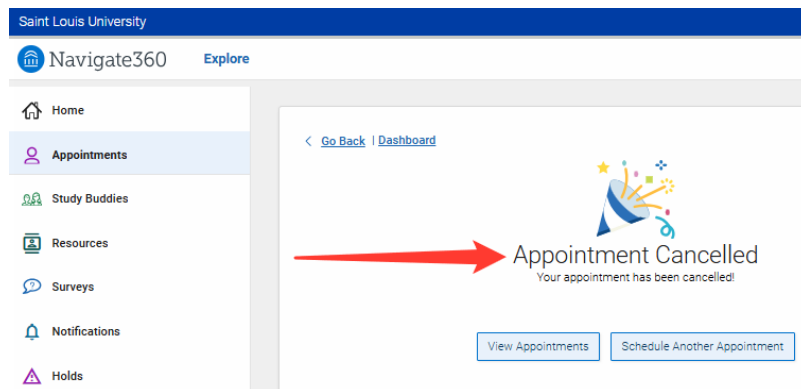
[View Appointments](#)

[Schedule Another Appointment](#)

- b. You will also receive a **confirmation email** which is automatically generated by EAB Navigate - Student and sent to your SLU Outlook account (although sometimes the reminder can be found under the “Junk Email” folder instead of your inbox).

- UWS will be open both in-person and virtually **Sunday through Friday** with morning, afternoon, and evening options (**generally from 8:00 am to 9:00 pm**).
- The writing center offers 1-on-1 appointments **available to all SLU undergraduate and graduate students**.
- Every 1-hour appointment includes up to **50-minutes of brainstorming or content-based feedback** followed by a 5-minute survey.
- Consultants help with writing projects from **any department or field**. They respond as readers.
- Consultants offer support on **any stage of the writing process**.
- Consultants will provide **feedback on 4-7 double-spaced pages** depending on the project density.
- All appointments **start on the hour** (e.g., at 1:00 pm and not 1:15 pm).
- All appointments will take place in **Central Time**.
- Maximum of **3 appointments per week**. Repeat visits are encouraged.
- **No back-to-back appointments permitted**; however, students can schedule 2 appointments in 1 day if there is at least 1 hour in between them.
- Consultants *cannot* read projects before designated appointment times.
- Students should **bring the instructor's prompt** (if applicable) or the directions for the project with them to the appointments **along with the rubric** or any relevant criteria.
- Consultants do *not* line edit, but they do help with recurring grammar and syntax mistakes.
- **Group projects are permitted**. Either the leader or a designated member of the group should schedule the appointment and then add the other participants' names in the comments box.
- For last-minute '**walk-ins**' (within 1 hour or less) especially during midterms and finals, send an email to writing@slu.edu or visit any writing center location prior to the start of the hour. Note that hours of operation vary by location. The Busch Student Center 331 offers the greatest availability as it remains open Sundays and weekday evenings.
- Writing center appointments are considered private. However, consultants can send a **confirmation email to SLU faculty, staff, or the appropriate UWS campus partner** when 1) the student initiates the request, 2) grants the consultant permission to share information, and 3) remains in the session for a minimum of 20 minutes of the scheduled 1-hour appointment.
- For more information and resources, visit the official [UWS website](#). For question regarding these policies or procedures, contact writing@slu.edu.

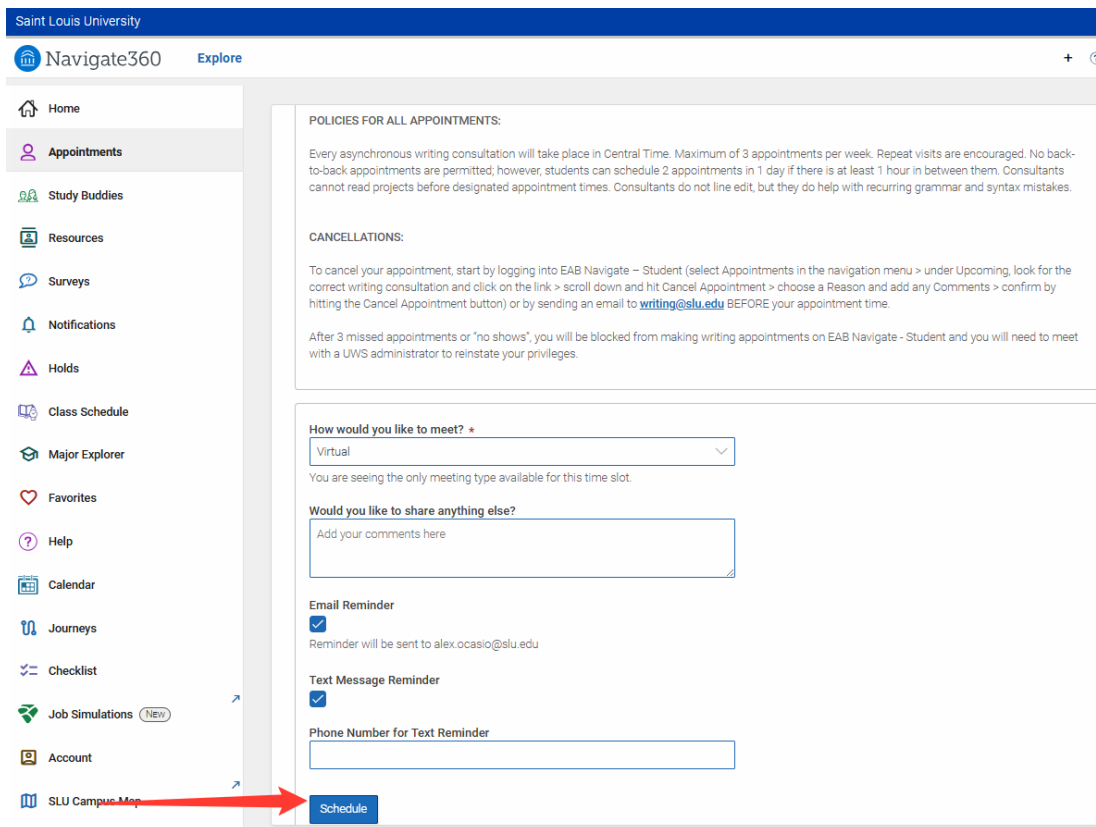
- Consultants will **wait up to 15 minutes** (after the start of the hour) for students who are running late before marking the appointment as missed. However, the amount of feedback may be reduced due to the condensed session (e.g., reviewing 3–4 instead of 4-7 double-spaced pages within the allotted time).
- To **cancel your appointment**, follow the instructions below:
 - Start by logging into the mySLU portal → locate and open the app called EAB Navigate – Student → select Appointments in the navigation menu → under Upcoming, look for the correct writing consultation and click on the link → scroll down and hit Cancel Appointment → choose a Reason and add any Comments → confirm by hitting the Cancel Appointment button
 - After completing the steps listed above, the page will automatically refresh and it will read “Appointment Cancelled”.



- Alternatively, students can send an email to writing@slu.edu requesting to cancel their upcoming appointment and the writing center staff will process the cancellation on their behalf.
- After 3 missed appointments or **'no-shows'**, the student in question will be temporarily blocked from EAB Navigate - Student and will need to meet with a UWS administrator to reinstate their writing center privileges. Otherwise, the restriction will stay in effect until the start of the following semester.

TROUBLESHOOTING

Where do I find the “Schedule” button for In-Person, Asynchronous, or Zoom appointment on EAB Navigate - Student? Underneath “Phone Number for Text Reminder”.



How do I know if I have completed all the steps for an Online (Asynchronous) Consultation?

[Appointment Notification] Undergraduate/Graduate: Online (Asynchronous) Consultation
Month Day Year Time

Consultant Name <email address>
To: Student Name



Appointment Scheduled

An appointment has been scheduled for Month Day Year Time
Details are included below.

Additional Details

ONLINE (ASYNCHRONOUS) CONSULTATION:

Remember to 1) hit the “Schedule” button at the bottom of the screen to complete your reservation and 2) fill out the Online Submission Form by attaching your project as a .doc or .docx file. Copy and paste the link into a new tab on your internet browser.

- Here is the link to the Online Submission Form - https://slu.az1.qualtrics.com/jfe/form/SV_0lehn6G16BmZ24d

Confirmation Email #1 from EAB Navigate – Student

[External] Confirmation: EAB Online Submission Form

US University Writing Services
To:

This Message Is From an External Sender

Do not click links or open attachments unless you recognize the sender and know the content is safe. When in doubt, please report the email to SLUaware by clicking on the Report Suspicious button.

Report Suspicious

Success! You have completed the Online Submission Form!

Attention: You **must** schedule a new appointment every time you complete this Qualtrics form. If you have **not** booked an appointment for this submission, please do so now by opening a new tab on your internet browser and visiting EAB Navigate - Student which is located under Applications on the Oltis Dashboard. If done properly, you will receive 2 email confirmations (1 from Qualtrics which was just sent to you and 1 from EAB Navigate - Student). Both steps are required in order to receive feedback.

After scheduling an appointment and submitting the form, a writing consultant will then download your current project and provide feedback on 4-7 pages using Microsoft Word's built-in comment function. In other words, the consultant will read your submission, make suggestions in the margins, compose an email summary, and send you feedback (attaching your project with their comments) on the same day as your appointment. You do **not** need to be present online in order to receive feedback. The writing consultant will **not** be on Zoom. Comments will be sent to the email address you provided in this form. Remember to download the attached file to your computer because the preview in Gmail and Outlook does **not** show marginal notes.

If you have any questions or if the writing consultant does **NOT** send you feedback by 10:15 pm the day of your appointment, please send an email to wnbg@slu.edu.

Thank you! We look forward to reading your work!



University Writing Services
Student Success Center - Academic Support
(314) 977-3484
writing@slu.edu
For more information, see our website.

Confirmation Email #2 from Qualtrics