Appointment Plus User’s Manual for Students

The ReWrite Connection
Savannah State University’s Writing Center
Asa H. Gordon Library 204
912-358-4495
Hours:
Monday-Friday
8:00-5:00
The ReWrite Connection has launched an online scheduling system via Appointment Plus. Now, you can schedule appointments without having to call or stop by our office! You can access the system 24/7 via the ReWrite Connection’s webpage on Savannah State University’s website or from our link on the library’s homepage.

**Savannah State University:** [www.savannahstate.edu](http://www.savannahstate.edu)

Select “ReWrite Connection.”
The ReWrite Connection’s main page: http://web.savannahstate.edu/class/rewrite/index.shtml

Click here to schedule your appointment.
The ReWrite Connection scheduler’s homepage:

First time users click here.

Returning users enter SSU E-Mail.
The registration page includes reminders of the information and resources you’ll need to schedule your appointment as well as where to obtain the required information. Be sure to fill out all of the required fields which appear in bold and click “Submit”.

*This page only appears during the registration process.*
This page loads in stages, so please continue to scroll down the page and select an option from each drop down menu. The page will refresh after each selection and offer additional options (session type, location, date and time). Follow the progress bar to keep track of the seven steps.

If you are unsure of what tutor you should work with or what session type you should select, more information is available by clicking on the appropriate option in the header menu.
Appointment page with classification, tutor, session type and location selected from the drop down menus:

1. Select a tutor.
2. Select a Session type**.
3. Select a location**.
3. Select a date from the calendar.

Each tutor and session type has a description. They appear after you have made your selection from the drop down menu.

**These options are limited to the session types your tutor offers and the locations where he or she works. For example: If you select Holly as your tutor, your location will be limited to Gordon 204 because that is the only office where Holly works.
Select an appointment time:

“Select Appointment Time” will appear at the top of a new column on the right.
Enter assignment information:

Assignment guidelines help us properly assist you. You may copy and paste guidelines provided electronically by your professor, or you may type in the information. Even if you provide guidelines here, please bring printed guidelines with you to your appointment.

1. Check for correct session type, location, date and time.
2. Enter assignment guidelines.
3. Click “Finalize Appointment.”
Appointment confirmation page:

From this page you can print your appointment confirmation, or cancel your appointment under “Existing Appointments.”

***You can also view/edit existing appointments immediately after logging in by clicking “Appointments” in the main header.
Cancellation Policy (Pop-up):

Click “Cancel Appointment” to complete the cancellation process.

Cancellation Policy
Should you be unable to keep your appointment please cancel your appointment via this website or call 350-4496 to cancel as soon as possible.

If you miss your appointment without prior notification you will be marked as a "no-show". After three no-shows, you forfeit your right to schedule appointments with the ReWrite Connection for the remainder of the semester.
Confirmed cancellation:

If you would like more information about the ReWrite Connection and its services, please stop by our main office in Gordon 204 or give us a call at 912-358-4495 during our business hours Monday- Friday 8:00am-5:00pm or visit our website anytime.