MAKING A SAW CENTER APPOINTMENT

Visit us during drop-in hours or schedule an appointment online!

The SAW Center is located in the MEWS, on the main level of Dwight Hall.

schedule your appointment online at www.mywco.com/mhc
The Speaking, Arguing, and Writing (SAW) Center

SAW CENTER HOURS

Sunday 1pm-9pm
Monday & Tuesday 3pm-9pm
Wednesday & Thursday 9am-12pm, 3pm-9pm
Friday 9am-12pm

See other side for more information about making appointments.
When you schedule your session, you’ll have choices to make, such as when to visit, which type of appointment (drop-in or scheduled), and what to work on.

To schedule an appointment with a SAW mentor, please make an appointment online (www.mywco.com/mhc). You will be asked to register with a username (use your MHC email including @mtholyoke.edu) and a password.

There are 30-minute and 60-minute appointments. Reserve a half-hour with a mentor if you have a specific writing issue that you want to address, for example brainstorming for paper, working on an outline, reviewing one or two grammatical rules, a problem of organization in one section of an essay, trouble with an introduction or conclusion, etc. You should reserve a full hour if you have multiple writing issues with which you need help, you would like a mentor to read through a paper in its entirety, or you feel confused about how to go about improving your written work.

RUNNING LATE OR NEED TO CANCEL?
If you need to cancel your appointment, please do so online at least 24 hours ahead of time, by logging in to the online scheduler. If you are running a few minutes late, please call the SAW Center to inform the receptionist: 413-538-2651.

DROP-IN HOURS
No appointment needed! Just drop in!

Evenings
Sun-Thurs 7pm-8pm

Mornings
Wed-Fri 10am-11am

We know appointments fill up quickly! During the times listed above, the SAW Center is open only for drop-ins. SAW Mentors will appear as unavailable in the online schedule during drop-in hours - just drop in and see us!
When you arrive at the SAW Center, your mentor will guide you to a session room and ask about your project and goals. Together, you’ll work to explore options, devise strategies, and develop your work.

**What can you bring to the Center?**
- analytical papers
- lab reports
- creative writing
- speeches
- personal statements
- conference presentations
- senior theses
- oral comments
- reflection responses

...AND MORE!

**At the SAW Center, you can...**
- practice a presentation
- check for grammar
- brainstorm ideas
- draft an outline
- sharpen your style
- organize your thoughts

**When can you come to the Center?**

ANYTIME! When you are...
- still choosing a topic
- a senior / a first year
- brainstorming, outlining, revising, rehearsing...
- an excellent writer
- an uncertain speaker
- and any other time!
During a SAW session, you and your mentor will work together to achieve your goals. Your SAW mentor has been educated in peer mentoring theory and trained in techniques for developing speaking and writing. She’ll ask you questions in order to bring out your best ideas and help you communicate those ideas clearly. **YOU will be an active participant.**

Bring your **prompt, assignment, course syllabus, or job description** to the session, or the URL to find it online. This will help your mentor understand the scope and purpose of your project and put you “on the same page”.

**Think ahead** about what you’d most like to accomplish in your session. Is it...

... getting your paper organized?
... practicing a speech?
... gaining control over your grammar and punctuation?

**Tell your mentor** what your top priorities are for the session (If you change your mind halfway through, that’s okay.)

**The Center is equipped** with computers, recording and viewing equipment. It is recommended that you bring a printed copy of your draft to your SAW session. Working from an electronic copy is fine, too.

**SCHEDULE YOUR APPOINTMENT ONLINE!**

[www.mywco.com/mhc](http://www.mywco.com/mhc)

413-538-2651