

## Appendix C

### The Drop-Off Consultation

The One-Step Process (<https://cstw.osu.edu/writing-center/individual-writing-support/online-consultations/drop-off>)

- **Upload** your document by the beginning of your appointment time:
- You can either upload your document to the session when you make your appointment via WCOOnline, or you can go back later into the online schedule, identify the yellow folder icon at the top left-hand-side, select your appointment, and attach your document. Refer [here](#) for more detailed instructions on uploading a file to your session.
- Include the prompt/assignment and requests for feedback.
- Expect a response, via an uploaded Word document, with track changes enabled, within 24 hours after your scheduled appointment time. Consultants do not work on University holidays. Expect a lag time if your appointment is 24 - 48 hours before a University holiday.
- Click on your appointment slot in the WCOOnline Scheduler. Near the bottom of the window, you will see the column of “Attached Files” where you uploaded your writing when making the drop-off appointment. Within 24 hours after your appointment start time, your consultants will upload their comments there. Refer [here](#) for more detailed instructions on downloading your consultant's comments.
- Please do not upload more than 10 pages, double spaced, 11 - 12 point font, 1-inch margins. Consultants are expected to spend 45 minutes on drop-off sessions, thus please limit the document length. Your consultants will read as much as they can in the 45 minute session, but there is no guarantee they will make it through the entire document