

How to Make a Writing Center Appointment

UCR Graduate Writing Center

1. Logging In

The screenshot shows a web browser window with the URL ucr.mywconline.com. The page title is "GradSuccess Appointment System".

First visit? [Register for an account.](#)
Returning? Log in below.

Email Address

Password

AVAILABLE SCHEDULES

- ☐ **GradSuccess Workshops Winter '22**
- ☐ GQ Winter '22 Consultations
- ☐ Grad-to-Grad Office Hours Winter 22
- ☐ GWC Winter '22 Consultations

Check box to **stay logged in:** ☐ [?](#)

LOG IN

Having trouble logging in?
[Reset your password.](#)

Receiving unwanted text messages?

Welcome to WCONLINE 5! To get started, register for an account by clicking the link to the left.

For the foreseeable future, all services will be online. **Consultations** will take place via **Skype**, with appointment setup information located on consultation schedules. **Workshops** will take place via **Zoom**, with links provided in individual workshop registration pages.

Register for a WC Online account using your UCR email. Then you can log in.

Choose the schedule you want to view before logging in. "GWC Consultations" will show you available writing center appointments.

2. Choosing a Schedule



WELCOME, SHAAFI ▼
Feb. 14 - Feb. 20, 2022
GWC Winter '22 Cc
◀ PREVIOUS WEEK | CURRENT WEEK | NEXT WEEK ▶

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HELP?

Limit to: -- please select --

Please follow the instructions below to schedule and prepare for your online consultation:

- Visit [Skype](#) website in advance and create a free account.
- Send us a contact request at "[gradwritingcenter](#)."
- Before your appointment, email your materials and your Skype ID to gwrucucr@gmail.com
- Log into Skype and your UCR email at your appointment time.
- Your consultant will open the file, share it with you through Google Docs to go over any changes together, and then call.

***If you are making an appointment to work on an application to GRMP, DYP or HSI DDI please make sure your appointment is for a writing consultation.

*Please be sure to follow all GWC [policies](#) when making and attending your writing consultation. If you do not, your appointment will be cancelled.

*If the schedule is full, please use the waiting list.

Feb. 14: Monday	9:00am	10:00am	11:00am	12:00pm	1:00pm
Alexis					
Crystal					
Lauren H					
Nina					
Paige					
Shaafi					

Grad-to-Grad Office Hours Winter 22
GradSuccess Workshops Fall '21
GradSuccess Workshops Spring '21
GradSuccess Workshops Summer '21
GSA DIAL Office Hours
GWC Fall '21 Consultations
GWC Summer '21 Consultations
✓ GWC Winter '22 Consultations
MED Student Support Summer 2021
Research Ethics Education Program
TADP F21 Retraining
TADP Retraining Consultations
TADP W21 Workshops

WAITING LIST: FEBRUARY 14, 2022

GQ = GradQuant
GWC = Writing Center

- Choose whether you are looking for a Workshop or Consultation
 - Choose the correct Quarter (Fall, Winter, Spring, or Summer)
- Note: Calendars will become available for future Quarters by Week 10 of the current Quarter*

3. Create an Appointment



WELCOME, SHAAFI ▾ Feb. 14 - Feb. 20, 2022 GWC Winter '22 Cc ▾
◀ PREVIOUS WEEK | CURRENT WEEK | NEXT WEEK ▶

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- Your consultant will open the file, share it with you through Google Docs to go over any changes together, and then call you through Skype to start the appointment.

If you are making an appointment to work on an application to GRMP, DYP or HSI DDI please make sure your appointment is with Alexis, Hillary, Shaafi, Nicole or Paige.

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Feb. 14: Monday	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm
Alexis	Unavailable	Unavailable	Unavailable	Unavailable	Unavailable	Unavailable	Unavailable	Unavailable
Crystal	Unavailable	Unavailable	Unavailable	Unavailable	Unavailable	Unavailable	Unavailable	Unavailable
Lauren H	Unavailable	Unavailable	Unavailable	Unavailable	Unavailable	Unavailable	Unavailable	Unavailable
Nina	Unavailable	Unavailable	Unavailable	Unavailable	Unavailable	Unavailable	Unavailable	Unavailable
Paige	Unavailable	Unavailable	Unavailable	Unavailable	Unavailable	Unavailable	Unavailable	Unavailable
Shaafi	Unavailable	Unavailable	Unavailable	Unavailable	Unavailable	Unavailable	Unavailable	Unavailable

WAITING LIST: FEBRUARY 14, 2022

Choose an available time

(White = available, blue = unavailable)

Double click on the time you want. An appointment box will pop up in a new window.

3. Create an Appointment

This is the appointment box that will pop up when you click on an available time slot.

ucr.mywconline.com

Create New Appointment

Client

Farooqi, Shaafi (sfaro012@ucr.edu)

To select a different client, begin typing a name or email above and then select from the resulting list.

Appointment Date

Monday, February 14, 2022: 2:00pm to 3:00pm [Show REPEAT Options](#)

Staff or Resource

Nina (GWC Winter '22 Consultations)

APPOINTMENT LIMITS: Appointments must be 1 hour in length.

LOCATION: Online

Nina Mandracchia is a PhD student in School Psychology. Her research focuses on the successful integration of technology into current school psychology and teacher practices through training. Prior to coming to UCR, Nina received her B.A. from Columbia University in Psychology and Business Management.

Questions marked with a * are required. Questions marked with **ADMIN ONLY** are only available to and shown to administrators. (As an administrator, you can save an appointment without filling in required fields--except if those required fields are also tagged as administrator-only questions.)

What would you like to focus on in your consultation? *

Appointment Focus *

-- please select --

This schedule supports file attachments. To attach a file to this appointment, use the options below. If making a repeating appointment, files will only be attached to the first (this) appointment. **File attachments must be 5MB or less and in one of the following formats: .doc, .docx, .numbers, .odt, .pages, .pdf, .rtf, .txt, .wpd, .wps, .xls, or .xlsx.**

File #1

no file...lected

Document Title

Notify Client?

No

File #2

no file...lected

Document Title

Notify Client?

No

File #3

no file...lected

Document Title

Notify Client?

No

ADMINISTRATIVE OPTIONS

Walk-In/Drop-In | Missed | Placeholder | Email Client?

CREATE APPOINTMENT

CLOSE WINDOW

See the consultant's bio here

Here is where you can let us know what you are working on and what you would like to focus on

You can also attach files to your appointment (optional)

Click "Create Appointment" to schedule

4. Confirm Your Appointment



WELCOME, SHAAFI ▾ **Feb. 14 - Feb. 20, 2022** GWC Winter '22 Coi ▾
◀ PREVIOUS WEEK | CURRENT WEEK | NEXT WEEK ▶ 📅

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Alexis								
Crystal								
Lauren H								
Nina								
Paige								
Shaafi								

WAITING LIST: FEBRUARY 14, 2022

Successfully created appointments
show up in GOLD

5. Skype Procedure



WELCOME, SHAAFI ▼ Feb. 14 - Feb. 20, 2022 GWC Winter '22 Cc ▾

◀ PREVIOUS WEEK | CURRENT WEEK | NEXT WEEK ▶ 📅

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*If the schedule is full, please use the waiting list.

Follow the steps above before your appointment. Appointments take place through Skype. Email your materials, Skype ID, and any questions to gwrcucr@gmail.com.

6. Waitlist

If no available appointments work with your schedule, you can join the waitlist to be notified if another appointment becomes available.

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Alexis								
Crystal								
Lauren H								
Nina								
Paige								
Shaafi								

WAITING LIST ✕

The waiting list allows clients to be notified of an opening in the schedule for appointments on February 14, 2022. As an administrator, you can see who is on the waiting list and add or remove a client from the waiting list using the options below.

Waiting list notifications can be sent via text message or email. For clients to receive waiting list notifications via text message, they have to opt in by entering their text messaging preferences within their profile.

ADD A CLIENT TO THE WAITING LIST

CLIENT (Enter 3+ characters of name or email.)

Limit to a specific staff or resource?

Limit based on starting time? **Limit based on ending time?**

ADD TO WAITING LIST

WAITING LIST: FEBRUARY 14, 2022

*Note – this box will look slightly different for a non-admin user