How to Make a Writing Center Appointment
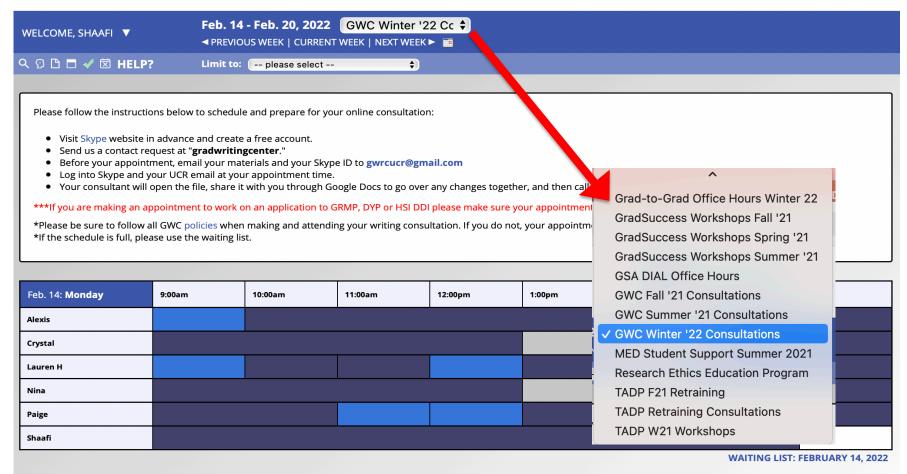
UCR Graduate Writing Center

1. Logging In

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.
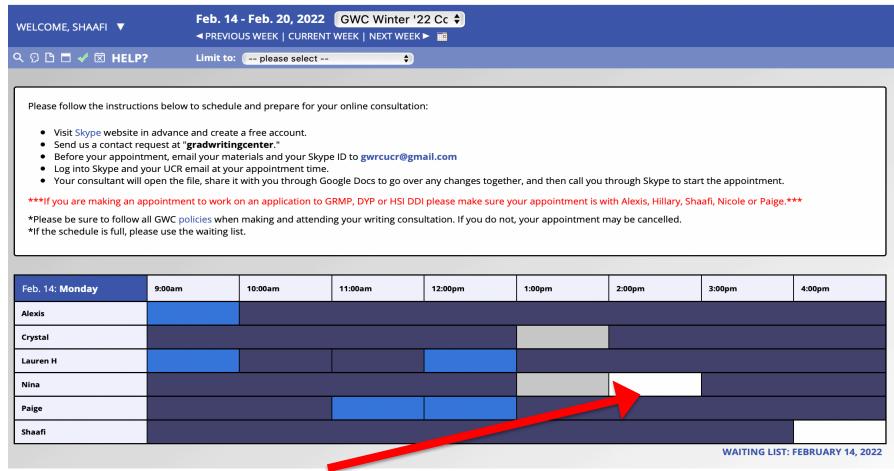
2. Choosing a Schedule

GQ = GradQuant
GWC = Writing Center

a. Choose whether you are looking for a Workshop or Consultation
b. 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

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.

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)
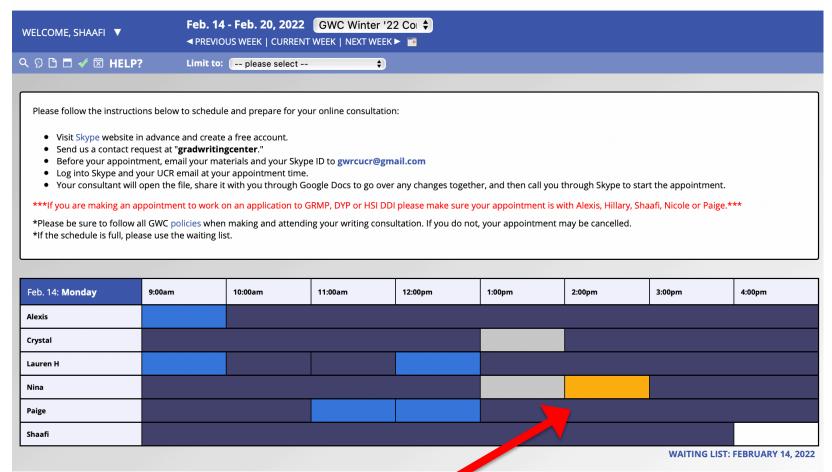
Click "Create Appointment" to schedule

🔒 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	Document Title	Notify Client? ❔
Choose File no file...lected		No ⇕

File #2	Document Title	Notify Client? ❔
Choose File no file...lected		No ⇕

File #3	Document Title	Notify Client? ❔
Choose File no file...lected		No ⇕

ADMINISTRATIVE OPTIONS
Walk-In/Drop-In ☐ | Missed ☐ | Placeholder ☐ ❔ | Email Client? ☑❔

CREATE APPOINTMENT   CLOSE WINDOW

4. Confirm Your Appointment

Successfully created appointments show up in GOLD

5. Skype Procedure

UC RIVERSIDE
Graduate Division

WELCOME, SHAAFI ▼

Feb. 14 - Feb. 20, 2022 GWC Winter '22 Cc ▲▼
◄ PREVIOUS WEEK | CURRENT WEEK | NEXT WEEK ►

🔍 💬 📄 📅 ✔ ☒ 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 **gwrcucr@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 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.

*Please be sure to follow all GWC policies when making and attending your writing consultation. If you do not, your appointment may be cancelled.
*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.

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