

How to Make a Writing Center Appointment

UCR Graduate Writing Center

1. Logging In



You have successfully logged out.

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

Email Address

Password

SELECT A SCHEDULE

- GradSuccess Workshops Summer '24
- Dissertation Deep Dive
- Fulbright Program Advisor Office Hours
- GQ Fall '24 Consultations
- GQ Summer '24 Consultations
- GWC Spring '24 Consultations
- GWC Summer '24 Consultations
- NSF GRFP Application Workshop Series U24

Check this box to stay logged in:

Log In

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

Welcome to the UCR GradSuccess appointments platform! To get started, register for an account by clicking the link to the left.

Consultations will take place on Zoom, with appointment setup information located on consultation schedules.
Workshops will either take place on **Zoom**, with links provided in individual workshop registration pages, or will be in-person with the location noted in the individual workshop registration.

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, Leah ▾ Schedules ▾ Log Out

GWC Summer '24 Consultations

July 1 - 7, 2024

[Current Week](#) | [Next Week](#) |

Area Tools ▾

Verify that you're on the schedule of consultations you want. Sometimes (especially on mobile devices) WC Online can accidentally send you to the wrong schedule.

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

- 30 minutes before the start of your appointment, the Zoom meeting link will open. You can access this link by logging into WCONLINE and clicking on your registered appointment slot.
- Before your appointment, email your materials to gwrcucr@gmail.com.
- Log into UCR-affiliated Zoom and email at your appointment time before launching the Zoom meeting.
- Your consultant will open the file, and discuss it with you through Google Docs to ensure you both are logged into the online appointment via Zoom.

Make sure you're in the correct quarter schedule and that you've selected either consultation or workshop for your desired needs.

*Please be sure to follow all GWC [policies](#) and [guidelines](#). Your appointment may be cancelled.

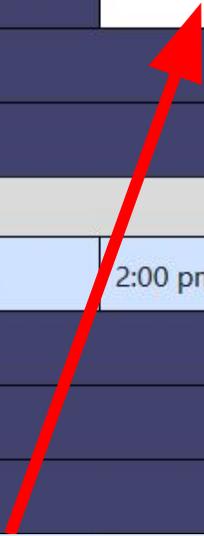
*If the schedule is full, please use the waiting list.

Cheat Key | GWC = Graduate Writing Center
GQ = Gradquant

3. Create an Appointment

Jul. 8: Monday	9:00 am	10:00 am	11:00 am	12:00 pm	1:00 pm	2:00 pm	3:00 pm	4:00 pm
<u>Cal</u>								
<u>Christopher</u>								
<u>Hannah</u>								
Jul. 9: Tuesday	9:00 am	10:00 am	11:00 am	12:00 pm	1:00 pm	2:00 pm	3:00 pm	4:00 pm
<u>Christopher</u>								
<u>Gary</u>								
<u>Hannah</u>								
<u>Isoke</u>								
<u>Leah</u>								

Choose an available time
White = available, Red = unavailable
Double click on the time you want, and an appointment box will popup in the next window.



3. Create an Appointment

Your name should appear here automatically



Client ?

Washburn, Leah (lwash005@ucr.edu)

Monday, Jul. 8, 2024 | 2:00 pm to 3:00 pm

[Repeating Options](#)

Cal | GWC Summer '24 Consultations

Location: Online

APPOINTMENT LIMITS: Appointments must be 1 hour in length.

See consultant's bio here



Cal Plett is a current graduate student in Ethnomusicology focusing on queer-feminist liberation through music in Latin America. They have experience in grant and fellowship writing, Women's, Gender and Sexuality studies, Anthropology and Media and Culture studies.

3. Create an Appointment

You can let consultants know what you're working on and what you would like to focus on in this box



Appointment Details

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 --

You can also attach files to your appointment

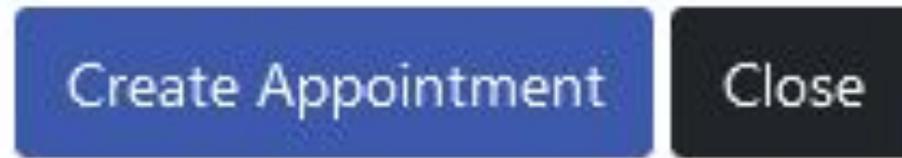


File Attachments

To attach a file to this appointment, use the options below. **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.** If making a repeating appointment, files will only be attached to the first (this) appointment.

File	Document Title
<input type="button" value="Browse..."/> No file selected.	<input type="text"/>
<input type="button" value="Browse..."/> No file selected.	<input type="text"/>
<input type="button" value="Browse..."/> No file selected.	<input type="text"/>

3. Create an Appointment

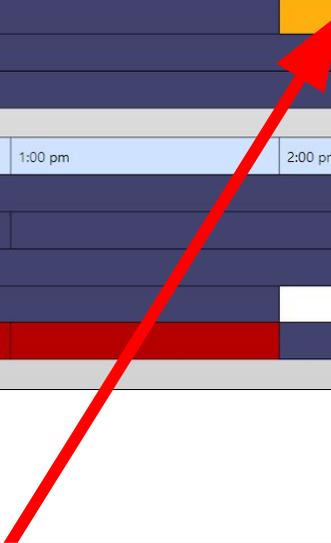


Then click this button to schedule your appointment

4. Confirm Your Appointment

Jul. 8: Monday	9:00 am	10:00 am	11:00 am	12:00 pm	1:00 pm	2:00 pm	3:00 pm	4:00 pm
Cal						Gold		
Christopher	Red							
Hannah		Red						

Jul. 9: Tuesday	9:00 am	10:00 am	11:00 am	12:00 pm	1:00 pm	2:00 pm	3:00 pm	4:00 pm
Christopher								
Gary								
Hannah								
Isoke								
Leah				Red	Red			



Successfully booked appointments show up in gold

5. Zoom Procedure

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

- 30 minutes before the start of your appointment, the Zoom meeting link will open. You can access this link by logging into WCONLINE and clicking on your registered appointment slot.
- Before your appointment, email your materials to gwrcucr@gmail.com.
- Log into UCR-affiliated Zoom and email at your appointment time before launching the Zoom meeting.
- Your consultant will open the file, and share it with you through Google Docs to go over any changes together once you both are logged into the online appointment via Zoom.

*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 (listed also right above the schedule on WC Online) before your appointment. Appointments take place through **Zoom**.

Email your materials 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.



Welcome, Leah ▾ Schedules ▾ Log Out

GWC Summer '24 Consultations

July 1 - 7, 2024

[Current Week](#) | [Next Week](#) |

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

In “Area Tools”, click the dropdown menu and select “Waiting List: Add Client”

• Your consultant will open the file, and share it with you through Google Docs to go over any changes together once you both are logged into the online appointment system.

*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.

Area Tools ▾

- View Standard Display
- Add New Client
- Enter Off-Schedule Report
- Manage Blackout Times
- Waiting List: Add Client or Manage
- Master Listings Report
- Help

by logging into WCONLINE and clicking you

6. Waitlist

ADD CLIENT TO WAITING LIST



The waiting list allows clients to be notified of an opening in the schedule. Use the form below to add a client to the waiting list. To view and manage the list, use the Master Listings Report.

Notifications can be sent via text message or email. Clients can opt in to receiving texts via the 'Text Messaging Options' section of 'Profile & Communication Options.'

Client:

Washburn, Leah (lwash005@ucr.edu)

Preferred Appointment Date:

07 / 05 / 2024

Limit to a specific staff or resource?

Any Available

Limit to a specific focus?

Any Available

Limit to a specific time range?

Any Starting Time

Any Ending Time

[Add Client to Waiting List](#) [Close Window](#)

Fill in the corresponding information with your name, preferred meeting time, etc.

*Note that this box may look slightly different for non-admin users