How to Make a Writing Center Appointment

UCR Graduate Writing Center
1. Logging In

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

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.

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

Cheat Key
GWC = Graduate Writing Center
GQ = Gradquant
3. Create an Appointment

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
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.

You can also attach files to your appointment.
3. Create an Appointment

Then click this button to schedule your appointment
4. Confirm Your Appointment

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.

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

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

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