

HOW TO SCHEDULE A WRITING CENTER APPOINTMENT

1. Visit: oxy.mywconline.com
2. Register for an account. Already have an account? Select Peer Writing Advising or Faculty Writing Specialists from Available Schedules and log in using your credentials.

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← → ↻ 🔒 oxy.mywconline.com

ACCESS TEXT ONLY & MOBILE

Occidental College
ACADEMIC SUPPORT SERVICES

The Writing Center
Disability Services

Writing Center & Disability Services Exam Proctoring

AUGUST 12, 2016

Welcome to the WCONLINE 5 Academic Support Services Appointment System.
To get started, please register (1x only) by clicking on the link to the left.

You have successfully logged out of the system.

2

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

Email Address

Password

AVAILABLE SCHEDULES

- Faculty Writing Specialists Fall 2020
- Accommodation Renewal Meetings
- Dean of Students Office Hours
- Peer Writing Advising - Fall 2020

Check box to stay logged in:

LOG IN

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

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Occidental College
**ACADEMIC
 SUPPORT
 SERVICES**



WELCOME, KRIS ▾ **September 14 - September 20, 2020** Peer Writing Advisin ▾
 ◀ PREVIOUS WEEK | CURRENT WEEK | NEXT WEEK ▶

HELP?

Sep. 14: Monday	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm	7:00pm	8:00pm	9:00pm
Alika Williams ZOOM MEETING ONLY										
Amelia Blankenau ZOOM MEETING & ETUTORING					3					
Charlotte Harrington ZOOM MEETING ONLY										
Claire Luethe ZOOM MEETING & ETUTORING										
Dani Cooke ZOOM MEETING ONLY										
Jack Leonard ZOOM MEETING & ETUTORING										
Jenna Beales ZOOM MEETING & ETUTORING										
Matt Chopp ZOOM MEETING ONLY										
Radha Arora ZOOM MEETING ONLY										

3. Select a block of time from the calendar. This will generate a pop-up window for entering additional information and confirming your appointment (as shown below)

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Writing Center & Disability Services Exam Proctoring - Google Chrome
 oxy.mywconline.com/reserve.php?id_d=1600059600&id_s=sc5f400b8ec92ff&id_r=sc5f4...

Create New Appointment

Client
 Goldy, Kris (kgoldy@oxy.edu)
To select a different client, begin typing a name or email above and then select from the resulting list.

Appointment Date
 Monday, September 14, 2020: 4:00pm to 4:30pm Show REPEAT Options

Staff or Resource
 Amelia Blankenau (Peer Writing Advising - Fall 2020)

APPOINTMENT LIMITS: Appointments must be between 0 hours and 30 minutes in length.
STAFF/RESOURCE EMAIL: ablankenau@oxy.edu
 1. Meeting ID: 921 3081 3503
 2. Passcode: thisis
 3. Invite Link: <https://occidental.zoom.us/j/92130813503>

Meet Online?

Yes. Schedule eTutoring appointment.
 If you choose an "eTutoring" appointment, upload your paper after making this appointment. Then, watch your email for notification that your appointment has been modified or that someone has responded to your paper. Please note: it may take up to 48 hours for written feedback from Peer Writing Advisers.

Yes. Schedule Zoom meeting appointment.
 If you choose "Online" please log into the Zoom link (meeting ID and passcode are above in this confirmation form) at the time of your appointment. Please also upload your essay before your meeting or share a Google doc link in your appointment form.

Questions marked with a * are required. Questions marked with ADMIN ONLY are only available to and shown to

Create New Appointment

4. Select your meeting type: eTutoring or Zoom.
- For eTutoring appointments, you'll need to upload your essay to receive feedback in 48 hours. Upload links are provided at the bottom of the form.
 - For Zoom meeting appointments, the meeting ID, passcode, and invite link are listed at the top of the appointment form.

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Client
Goldy, Kris (kgoldy@oxy.edu)

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

Appointment Date
Monday, September 14, 2020: 4:00pm to 4:30pm Show REPEAT Options

Staff or Resource
Amelia Blankenau (Peer Writing Advising - Fall 2020)

APPOINTMENT LIMITS: Appointments must be between 0 hours and 30 minutes in length.
STAFF/RESOURCE EMAIL: ablankenau@oxy.edu

1. Meeting ID: 921 3081 3503
2. Passcode: thesis
3. Invite Link: <https://occidental.zoom.us/j/92130813503>

Meet Online?

Yes. Schedule **eTutoring** appointment.
If you choose an "eTutoring" appointment, upload your paper after making this appointment. Then, watch your email for notification that your appointment has been modified or that someone has responded to your paper. Please note: it may take up to 48 hours for written feedback from Peer Writing Advisers.

Yes. Schedule **Zoom meeting** appointment.
If you choose "Online" please log into the Zoom link (meeting ID and passcode are above in this confirmation form) at the time of your appointment. Please also upload your essay before your meeting or share a Google doc link in your appointment form.

5. Complete the required fields on the form.
6. Select Create Appointment. After you've submitted the form you will see a confirmation screen for reviewing your appointment. **Congrats! You scheduled an appointment with the Writing Center.**

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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 type of support do you need? (check all that apply) *

writing
 exam proctoring

What is the writing task? Describe the assignment in detail OR attach a copy of your assignment with your essay. *

Example: "Thesis statement" "reading response" etc.

For which class is this essay or writing task? If for a fellowship/award, please indicate the type of award (and country for Fulbright). *

Example: "CSP 25" "WRD 201"

When is the assignment or application due? *

Example: 10/7/20

What would you like to work on during this appointment? *

Example: "grammar"

If this is an e-Tutoring appointment (essay attachment but no meeting) be very specific about what type of feedback you would like to receive. Note: we will not line-edit for grammar and style. *

Provide more detail or type "N/A" if not applicable

For e-tutoring with a Peer Writing Adviser: I am aware it will take up to two days for my request to be completed. Type YES to confirm. *

Type "YES" or "N/A"

What stage in the writing process are you in with this assignment? *

-- please select --

Is there anything else you'd like us to know as we read and comment on your document?

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 **SMB 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?
<input type="button" value="Choose File"/> No file...hosen	<input type="text"/>	No <input type="button" value="v"/>
File #2	Document Title	Notify Client?
<input type="button" value="Choose File"/> No file...hosen	<input type="text"/>	No <input type="button" value="v"/>
File #3	Document Title	Notify Client?
<input type="button" value="Choose File"/> No file...hosen	<input type="text"/>	No <input type="button" value="v"/>

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CREATE APPOINTMENT

CLOSE WINDOW

Occidental College
**ACADEMIC
 SUPPORT
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WELCOME, KRIS ▾

September 8 - September 14, 2020 Peer Writing Advisin ▾

◀ PREVIOUS WEEK | CURRENT WEEK | NEXT WEEK ▶

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Update Profile & Email Options

My Appointments ▶

ADMINISTRATIVE OPTIONS

- Client & Record Management
- Schedule & Staff Management ▶
- System Utilities & Reports ▶
- System Configuration ▶
- Product Manual & Support ▶
- Log Out

	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm	7:00pm	8:00pm	9:00pm
Grace Meschery-McCormack ZOOM MEETING & ETUTORING										
Gwen Berghof ZOOM MEETING ONLY										

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Sep. 9: Wednesday	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm	7:00pm	8:00pm	9:00pm

To make changes to or review your appointment:

7. Select “My Appointments” from the Welcome drop-down menu. This option only appears if you currently have an appointment scheduled.
8. OR, click on your appointment block on the calendar

Questions? Concerns? Please contact Goldy (kgoldy@oxy.edu). Thank you!