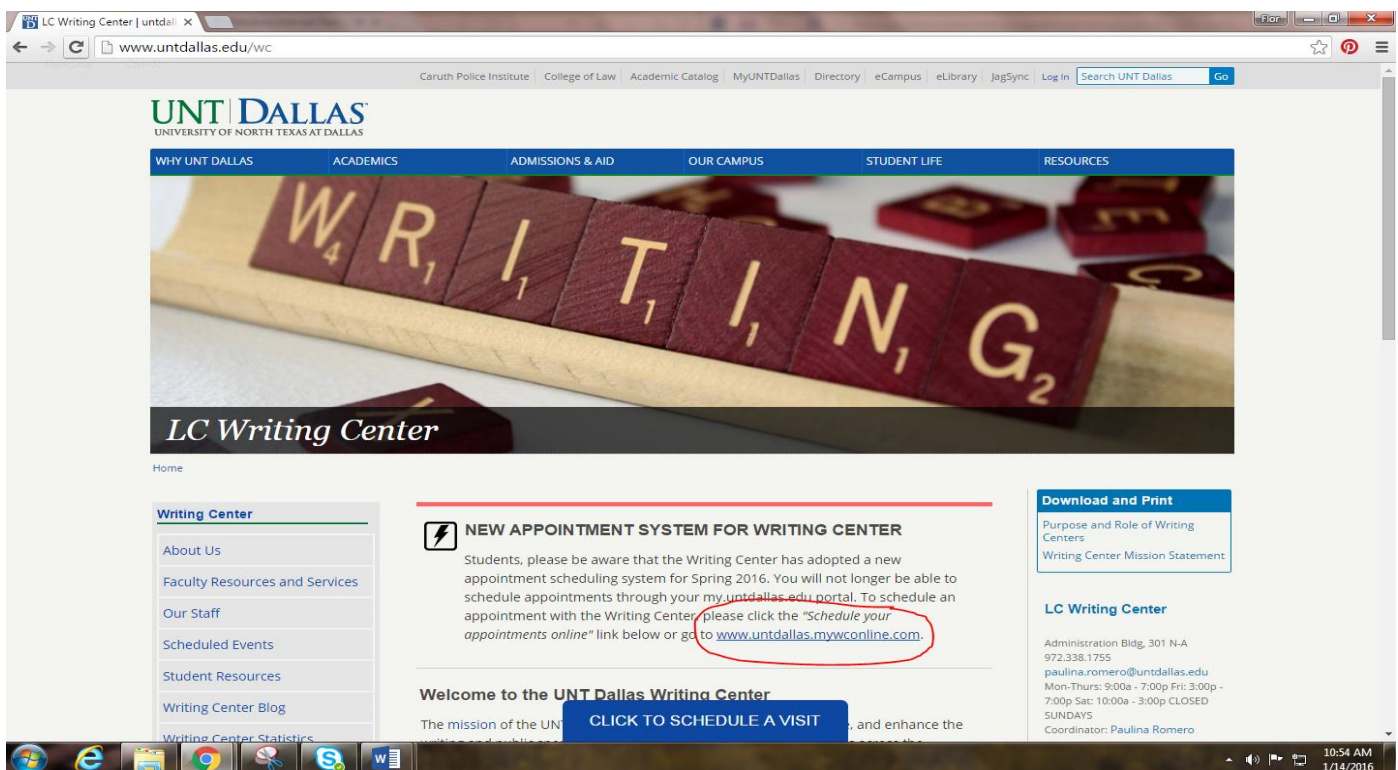


How to Make a Writing Center Tutoring Appointment Using WCOonline

The Writing Center is using a new, easy-to-use scheduling system to book appointments with our tutors. Below is a step-by-step guide on how to use our new system!

WE WILL NO LONGER BE SCHEDULING APPOINTMENTS THROUGH GRADESFIRST!!

1. Click the link on our Writing Center homepage, or type <https://untdallas.mywconline.com/>



The screenshot shows the UNT Dallas Writing Center homepage. At the top, there is a navigation menu with links for Why UNT Dallas, Academics, Admissions & Aid, Our Campus, Student Life, and Resources. Below the menu is a banner image of wooden blocks spelling out "WRITING". The main content area features a "NEW APPOINTMENT SYSTEM FOR WRITING CENTER" announcement. The text states that the Writing Center has adopted a new scheduling system for Spring 2016 and that students should no longer use the my.untdallas.edu portal. A red circle highlights the link [www.untdallas.mywconline.com](https://untdallas.mywconline.com/). Below the announcement is a "CLICK TO SCHEDULE A VISIT" button. On the right side, there is a "Download and Print" section with links for "Purpose and Role of Writing Centers" and "Writing Center Mission Statement". At the bottom right, there is contact information for the LC Writing Center, including the address, phone number, email, and hours of operation.

NEW APPOINTMENT SYSTEM FOR WRITING CENTER

Students, please be aware that the Writing Center has adopted a new appointment scheduling system for Spring 2016. You will not longer be able to schedule appointments through your my.untdallas.edu portal. To schedule an appointment with the Writing Center, please click the "Schedule your appointments online" link below or go to [www.untdallas.mywconline.com](https://untdallas.mywconline.com/).

CLICK TO SCHEDULE A VISIT

Download and Print

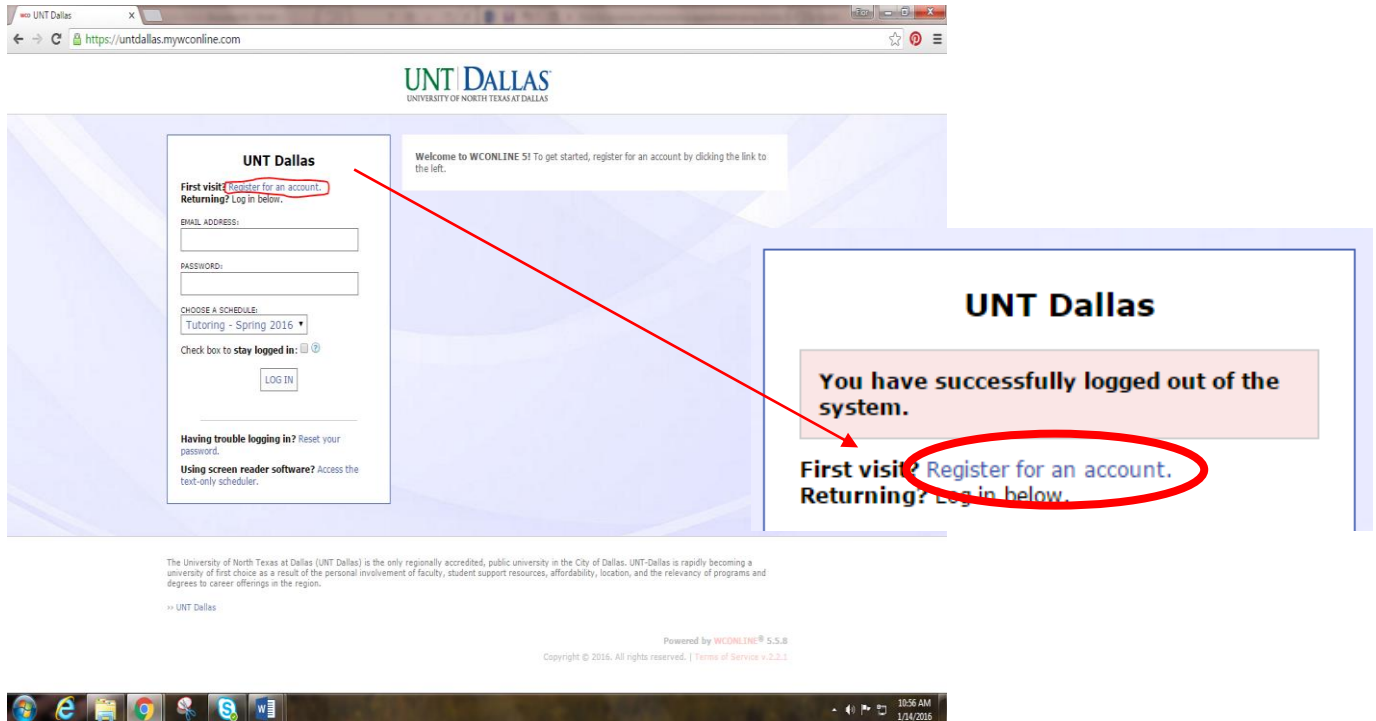
- Purpose and Role of Writing Centers
- Writing Center Mission Statement

LC Writing Center

Administration Bldg, 301 N-A
972.338.1755
paulina.romero@untdallas.edu
Mon-Thurs: 9:00a - 7:00p Fri: 3:00p - 7:00p Sat: 10:00a - 3:00p CLOSED
SUNDAYS
Coordinator: Paulina Romero

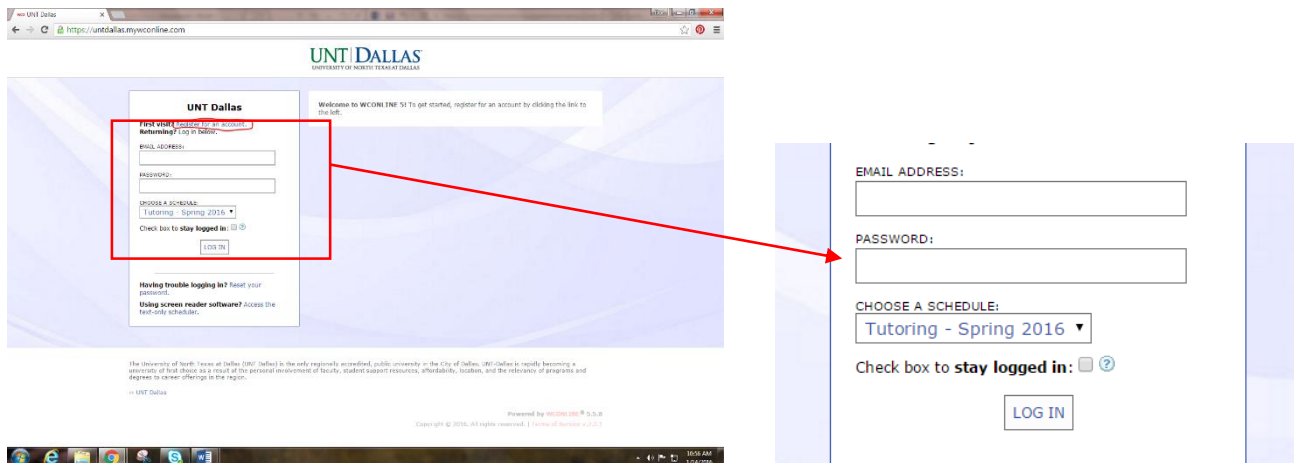
2. On the welcome page, click **“REGISTER FOR AN ACCOUNT”** inside the UNT Dallas box if you are a first-time user.

NOTE: You MUST register for an account to schedule an appointment if you are logging in for the first time.



*****NOTE FOR SCHEDULING NEXT APPOINTMENT:**

You will only have to create an account **ONCE**. After your account has been created, you will be able to log in automatically **with the password and email address you used to create the account.**



- Once you are in the "Create a New Account" page, fill out the short questionnaire to create your account. You will be able to create your own unique password. You will only have to complete this questionnaire once.

NOTE: You must enter your First and Last Name as indicated in all your formal UNT Dallas accounts (i.e. myUNTDallas account).

NOTE: We suggest you create an account with an **email address you check REGULARLY**. It can be a personal OR UNT Dallas email account.

Fill out the form below in order to create a new account on this system. Questions marked with a * are required.

Email Address: *

First Name: *

Last Name: *

Telephone Number : *

Standing/Classification: *

Graduation Year: *

Major: *

Student ID: *

First or Home Language: *

Ethnicity: *

Gender: *

- After all blanks are filled in, click **Register** at the bottom of the page.

First or Home Language: *

Ethnicity: *

Gender: *

Password

Password: *

Re-Enter Password: *

Email Options

Send an Email:	When I make an appointment.	<input type="text" value="Yes"/>
	When I modify an appointment.	<input type="text" value="Yes"/>
	When I delete an appointment.	<input type="text" value="Yes"/>
	When an announcement or mass email is sent.	<input type="text" value="Yes"/>
	To remind me of my upcoming appointment.	<input type="text" value="Yes"/>

The University of North Texas at Dallas (UNT Dallas) is the only regionally accredited, public university in the City of Dallas. UNT-Dallas is rapidly becoming a university of first choice as a result of the personal involvement of faculty, student support resources, affordability, location, and the relevancy of programs and degrees to career offerings in the region.

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5. After registering, the welcome page should look like this. This is what you will see every time you log in to create an appointment with the Writing Center.



WELCOME PAULINA ▾

SCHEDULE January 14 - January 20 Tutoring - Spring 2016 ▾

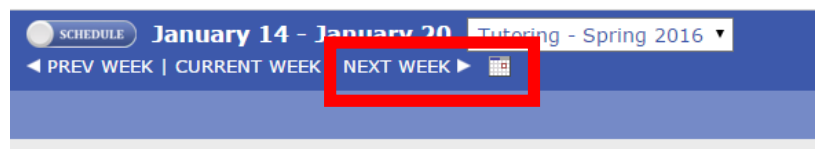
◀ PREV WEEK | CURRENT WEEK | NEXT WEEK ▶

HELP?

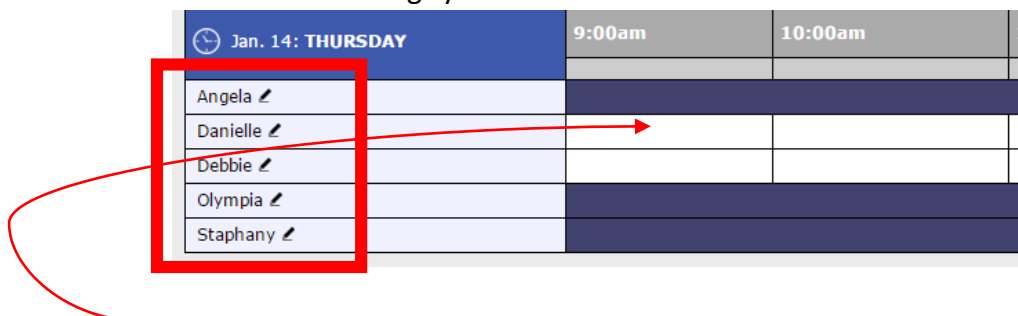
Jan. 14: THURSDAY	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm
Angela	[Blue]									
Danielle					[Blue]					
Debbie								[Blue]		
Olympia	[Blue]									
Staphany	[Blue]									
Jan. 15: FRIDAY	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm
Debbie	[Blue]									
Jan. 16: SATURDAY	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm
Angela								[Blue]		
Debbie								[Blue]		
Jan. 18: MONDAY	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm
Debbie										[Blue]
Jan. 19: TUESDAY	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm
Angela	[Blue]									
Danielle					[Blue]					
Debbie								[Blue]		
Flor										
Administrators Only										
Olympia	[Blue]									

To create an appointment:

- Choose the day and time of your choice. The current day will always appear at the very top. If your appointment is for another week, you can click on [NEXT WEEK](#) (located at the top of the page), or the calendar icon to display a new week.



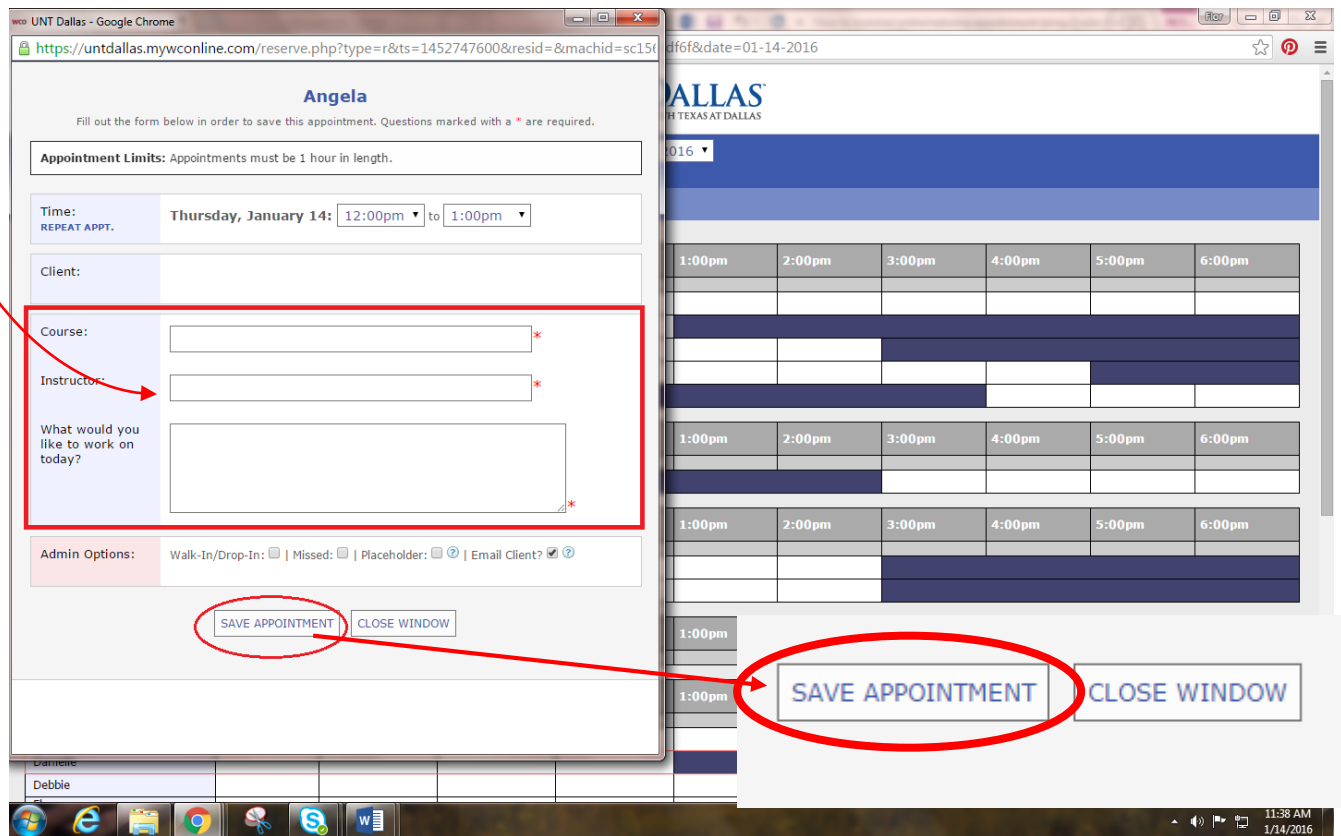
- You can also create appointments with specific tutors. The names of the tutors available for a specific date are also shown in the scheduling system.



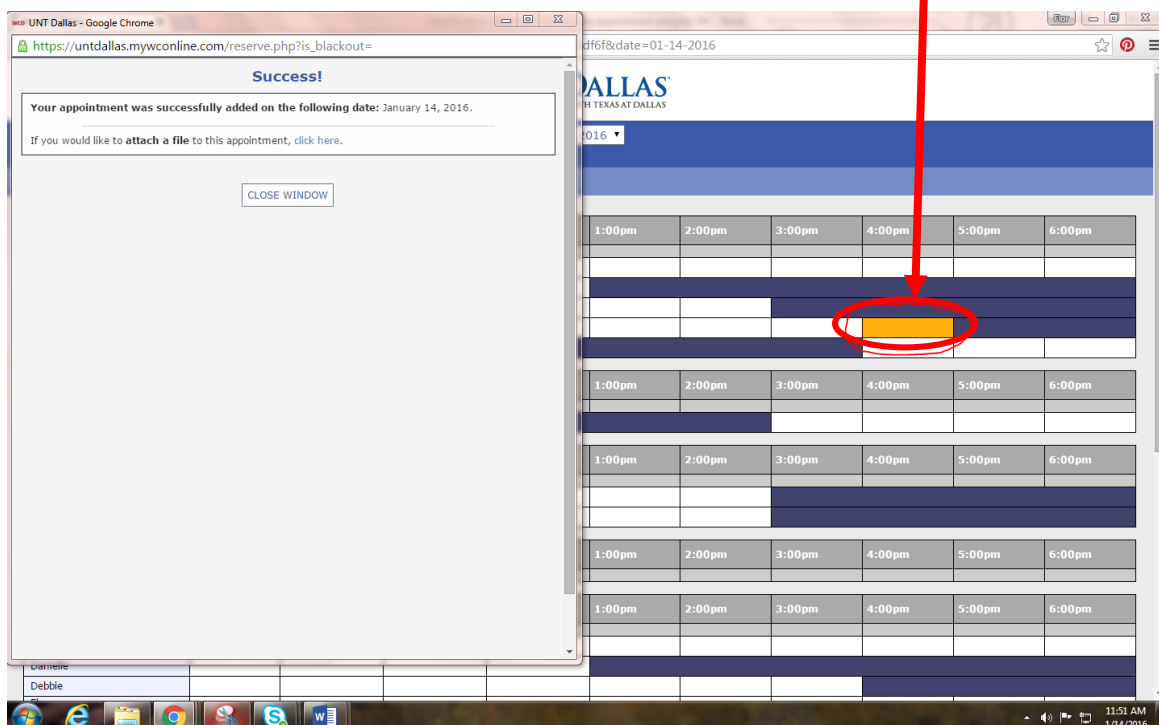
- Find a “white box” under your desired day and time. “White boxes” indicate available tutoring times, while “purple” and “blue” boxes indicate times that tutors are NOT available for tutoring. Click the time that’s available with your preferred tutor.

6. After selecting your time, a new window should pop up that looks like this—it will ask you a few **questions** about the assignment/paper you will be working on during your appointment. Once you've filled out the short form, hit **"SAVE APPOINTMENT"**.

Your appointment WILL NOT BE SAVED/BOOKED until you save the appointment.

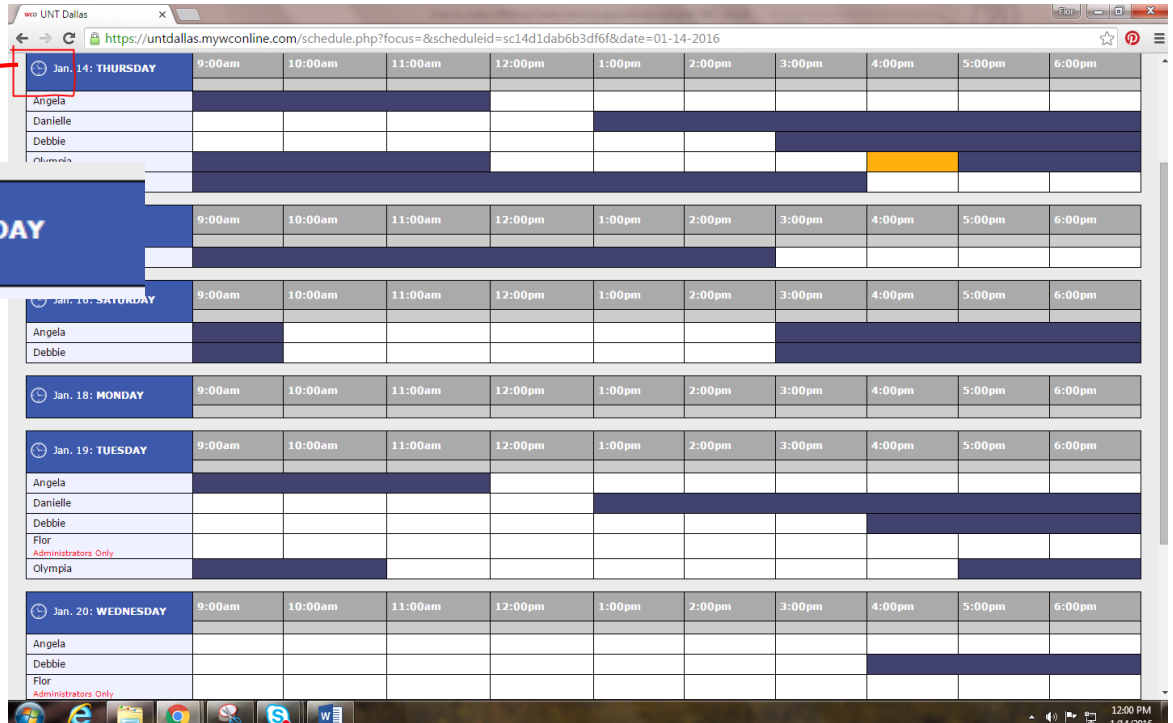


7. Your Writing Center appointment confirmation will look like this if your appointment was successfully created. In addition, your appointment time will show up as a **"yellow box"** on your schedule. You will also receive an email and a text message confirming your appointment.

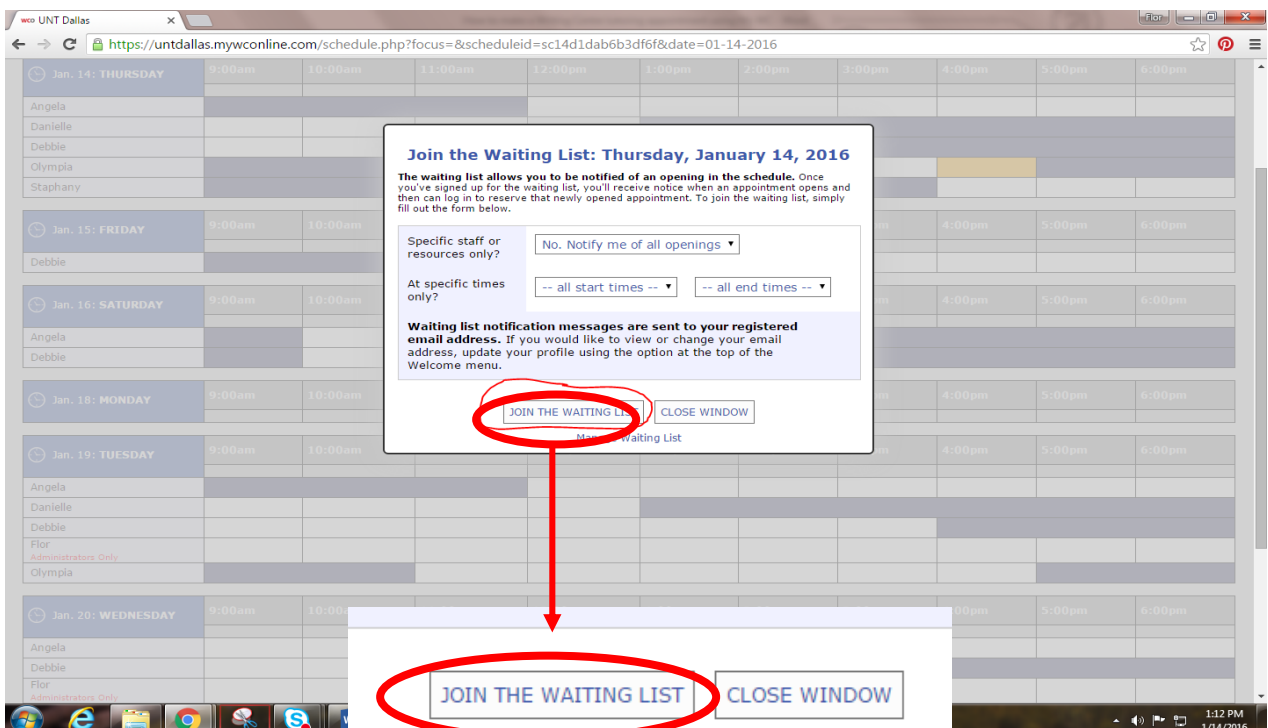


JOINING A "WAIT LIST" ON WCONLINE

If the appointment time you would like is unavailable, you can now sign up for a **WAIT LIST** and be notified if appointments on a specific day (and/or time) open up. **HOWEVER**, this does not guarantee that you will get the appointment. To sign up for the wait list, search for a small "clock" next to the date and day you want to be added for the Wait List.

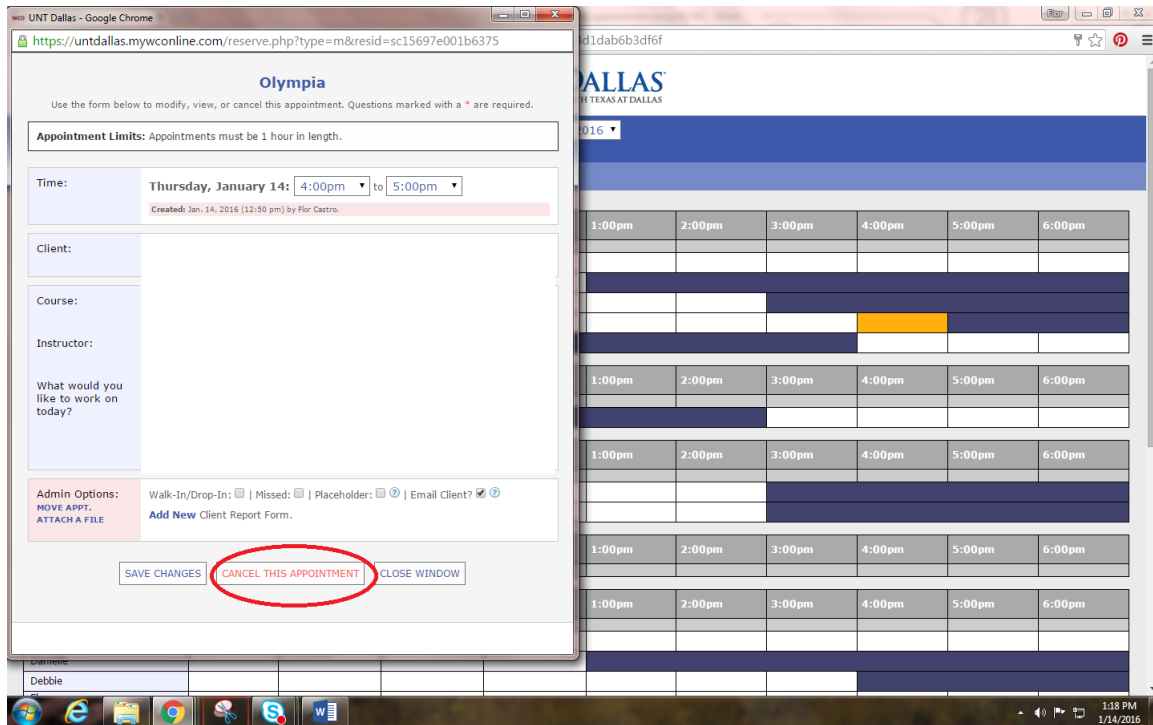


After you click on the clock, a new window will open. Be sure to select if you want to be notified for all available times or specific times. You can also be notified if an opening with a specific tutor becomes available. Once you complete the questions, hit **"JOIN THE WAITING LIST"**.



How to Cancel a Writing Center Tutoring Appointment

8. If you need to cancel your Writing Center appointment, click on your appointment (**look for a “yellow box”**) and a new window should pop up. Click **CANCEL THIS APPOINTMENT** on the new window.



To make sure your appointment was canceled, a new window should pop up stating, “Your appointment was successfully deleted”.

