

# HOW DO I MAKE AN APPOINTMENT WITH THE WRITING CENTER?

## STEP 1: CREATE A MY WC ONLINE ACCOUNT.

- OPEN UP YOUR WEB BROWSER (CHROME, INTERNET EXPLORER, FIREFOX, ETC).
- TYPE IN THE WEB ADDRESS: [HTTPS://OLEMISS.MYWCONLINE.COM](https://olemiss.mywconline.com)
- CLICK ON THE LINK THAT SAYS, "CLICK HERE TO REGISTER."

University of Mississippi

First visit? [Click here to register.](#)  
Returning? Log in below.

EMAIL ADDRESS:

PASSWORD:

CHOOSE A SCHEDULE:  
Oxford Campus Summer 2015

Check box to stay logged in:  [?](#)

Having trouble logging in?  
[Click here to reset your password.](#)

Using screen reader software?  
[Click here for the text-only scheduler.](#)

Having trouble finding a convenient appointment time?  
Please click here to give us feedback on our schedule and availability.

Welcome to the University of Mississippi's online appointment system.

If this is your first visit, you will need to register with your go.olemiss.edu email account.

Our writing centers now offer online writing consultations. When you make an appointment for a writing consultation, you will have the option to "meet online" if you want to have an appointment with the SHRP Virtual Writing Center for Students. **Be sure to select the schedule who to visit!**

**SELECT A LOCATION/CAMPUS.**

ANSWER ALL QUESTIONS. YOU MUST USE YOUR UNIVERSITY OF MISSISSIPPI EMAIL & PASSWORD FOR THIS ACCOUNT. SEE EXAMPLE BELOW.

Create a New Account

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

Email Address:  \*

First Name:  \*

Last Name:  \*

Telephone Number:

Standing:  \*

Graduation Year:  \*

First or Home Language:  \*

Major:  \*

Student ID:  \*

Password:  \*

Re-Enter Password:  \*

ONCE YOU HAVE FILLED IN THE FORM, PLEASE CLICK, "REGISTER." THIS WILL TAKE YOU BACK TO THE LOG-IN SCREEN FOR MY WC ONLINE. LOG-IN WITH YOUR NEW ACCOUNT TO SCHEDULE A TIME TO MEET WITH A CONSULTANT.

## STEP 2: LOG IN TO YOUR MY WC ONLINE ACCOUNT

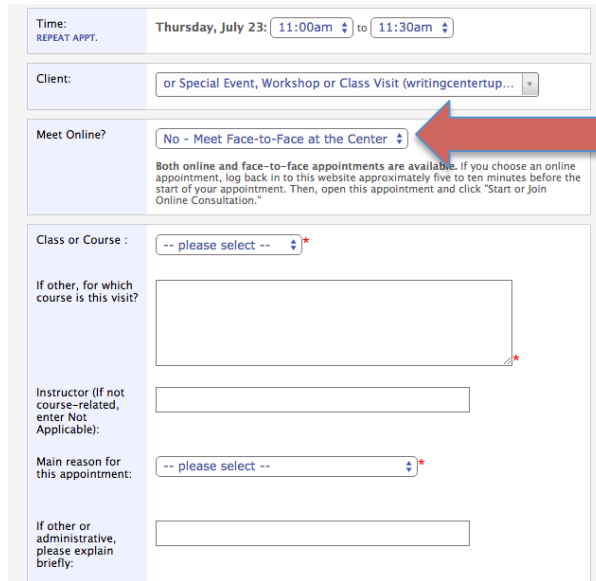
- MAKE SURE YOU ARE AT [HTTPS://OLEMISS.MYWCONLINE.COM](https://olemiss.mywconline.com)
- BE SURE TO SELECT THE CAMPUS/LOCATION WHERE YOU WANT TO SCHEDULE YOUR APPOINTMENT!

Jul. 30: WEDNESDAY	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm
Carrie Wills									
Emmy Dixon									
Kim Griffin									
Renee Thompson									
Taylor McEachin									

- CLICK ON ANY WHITE BLOCK TO SCHEDULE AN APPOINTMENT. \*\*NOTE: BLUE & GRAY SPACES ARE NOT AVAILABLE FOR APPOINTMENTS.
- FOR EXAMPLE: IF YOU WANT TO SCHEDULE A 3:00PM APPOINTMENT WITH EMMY, CLICK ON THE 3:00PM BLOCK THEN COMPLETE THE SHORT FORM THAT APPEARS.
- CLICK SAVE APPOINTMENT AT THE BOTTOM OF THE FORM TO SCHEDULE YOUR APPOINTMENT WITH EMMY.

The screenshot shows a web browser window with the URL <https://ung.mywconline.com/reserve.php?types=&machid=sc15389fa&93776&bits=140606400&resid=6&starttime=900>. The page title is "Emmy Dixon". Below the title, it says "Fill out the form below in order to save this appointment. Questions marked with a \* are required." There is a section for "Appointment Limits: Appointments must be 30 minutes in length." The "Time" section shows "Wednesday, July 30: 3:00pm to 3:30pm" with a "REPEAT APPT." link. The "Client" section has a search box and a dropdown menu showing "Wills, Carrie". The "Course:" field is empty and marked with a red asterisk. The "Instructor:" field is empty and marked with a red asterisk. The "How did you hear about the Writing Center?" field is empty and marked with a red asterisk. The "Please select your age category:" field has a dropdown menu with "-- please select --" and a red asterisk. The "How often have you visited the Writing Center prior to today?" field has a dropdown menu with "-- please select --" and a red asterisk. The "When do you visit the Writing Center?" field has a dropdown menu with "-- please select --" and a red asterisk. The "What would you like to work on today?" field is empty.

IF YOU WOULD LIKE TO SCHEDULE AN ONLINE APPOINTMENT, USE THE "MEET ONLINE" SECTION OF THE FORM. THIS WILL MAKE THE BOX FOR YOUR APPOINTMENT APPEAR RED WHEN YOU RETURN TO THE SCHEDULE.



Time: REPEAT APPT. Thursday, July 23: 11:00am to 11:30am

Client: or Special Event, Workshop or Class Visit (writingcentertup...)

Meet Online? No - Meet Face-to-Face at the Center

Both online and face-to-face appointments are available. If you choose an online appointment, log back in to this website approximately five to ten minutes before the start of your appointment. Then, open this appointment and click "Start or Join Online Consultation."

Class or Course : -- please select --

If other, for which course is this visit?

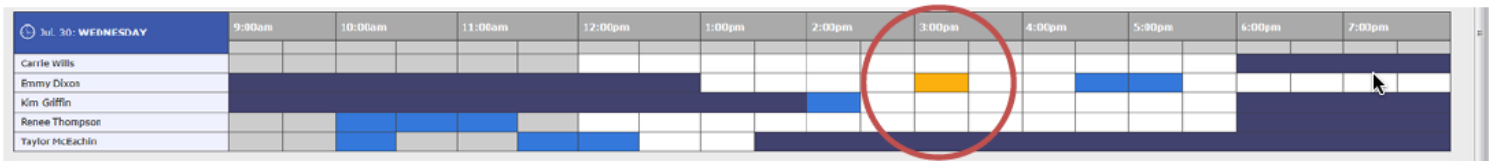
Instructor (if not course-related, enter Not Applicable):

Main reason for this appointment: -- please select --

If other or administrative, please explain briefly:

USE THIS DROP-DOWN MENU TO CHOOSE THE ONLINE OPTION.

ONCE YOU HAVE CLICKED SAVE APPOINTMENT, YOUR APPOINTMENT TIME HAS BEEN RECORDED. ON THE WRITING CENTER SCHEDULE, YOU SHOULD SEE A YELLOWISH-ORANGE OR RED (DEPENDING ON IF YOU SELECTED "MEET ONLINE" OR "MEET IN PERSON") BLOCK WHERE YOU SCHEDULED YOUR APPOINTMENT. THIS IS HOW YOU CAN CHECK TO MAKE SURE YOUR APPOINTMENT TIME HAS BEEN SAVED CORRECTLY. YOU SHOULD ALSO RECEIVE AN EMAIL WITH YOUR APPOINTMENT INFORMATION.



Jul 30: WEDNESDAY	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm	7:00pm
Carrie Wills											
Emmy Dixon											
Kim Giffin											
Renee Thompson											
Taylor McEachin											

ONCE YOUR APPOINTMENT HAS BEEN MADE, DON'T FORGET TO LOG OUT OF MY WC ONLINE.

PLEASE BE SURE TO PRINT A COPY OF YOUR PAPER BEFORE YOUR SCHEDULED APPOINTMENT TIME.