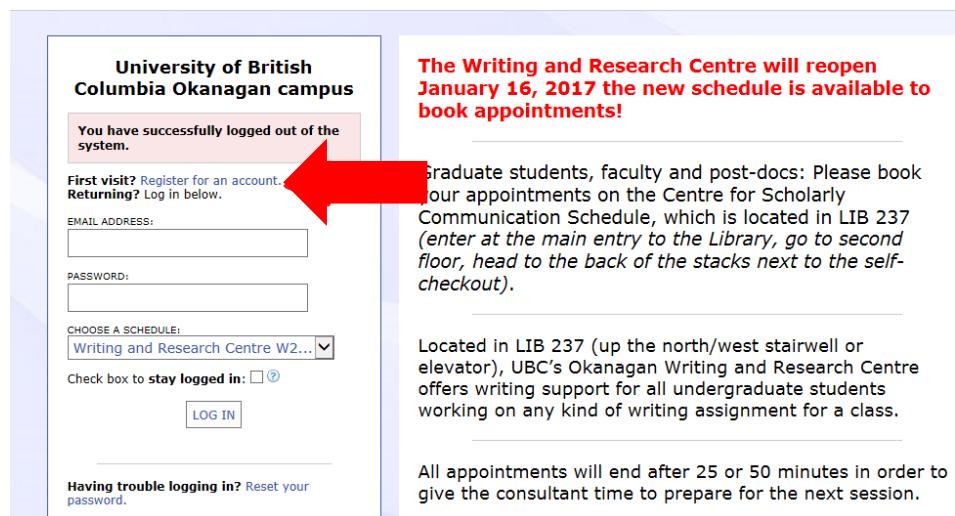


How to Book an Appointment with the University of British Columbia Okanagan's Writing and Research Centre

In order to make an appointment with the Writing and Research Centre, you will need to visit the website
<http://ubc.mywconline.com>

If you have not yet registered for an account, or if you are coming back to the centre after the system has been updated, you will need to create a new account. You can do this by clicking "Register for an account."



The Writing and Research Centre will reopen January 16, 2017 the new schedule is available to book appointments!

Graduate students, faculty and post-docs: Please book your appointments on the Centre for Scholarly Communication Schedule, which is located in LIB 237 (enter at the main entry to the Library, go to second floor, head to the back of the stacks next to the self-checkout).

Located in LIB 237 (up the north/west stairwell or elevator), UBC's Okanagan Writing and Research Centre offers writing support for all undergraduate students working on any kind of writing assignment for a class.

All appointments will end after 25 or 50 minutes in order to give the consultant time to prepare for the next session.

After clicking the "Register for an account" link, you will be taken to the "Create a New Account Page". You will need to fill out all of the fields marked with a red asterisk (*)

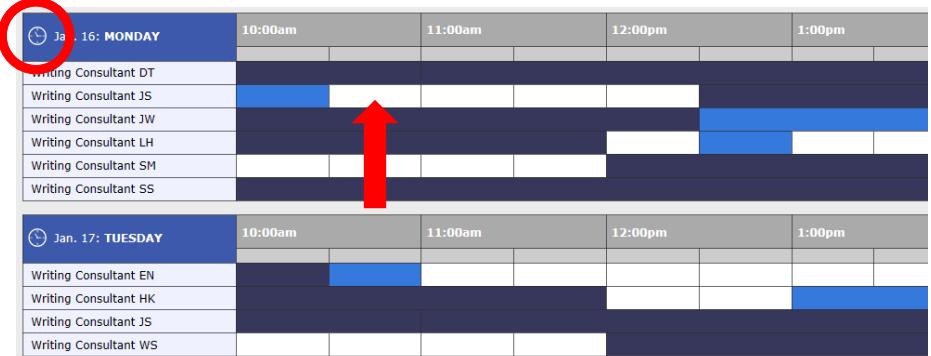
Once you have filled out the information and clicked "Register" (at the bottom of the form) you will be able to login through the login page
<http://ubc.mywconline.com>

Create a New Account

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

Email Address:	<input type="text"/>	*
First Name:	<input type="text"/>	*
Last Name:	<input type="text"/>	*
Please select one of the following to indicate your current role at UBCO:	<input type="text"/> -- please select -- *	
Undergraduate students MUST pick a year (Select N/A if you are a graduate student,	<input type="text"/> -- please select -- *	

After logging in, you can view the schedule. The blue, grey, and dark purple spaces denote appointments that are unavailable for booking. The white spaces are open to be booked. To book an appointment, click on any white space you see available.



If all appointments are booked, click on the clock symbol next to the date and add yourself to the wait list.

Make sure you are booking an appointment on the correct schedule. Undergraduate students should book appointments on the Writing and Research Centre schedule.

While all of our Writing Consultants are trained to assist with writing in a wide variety of disciplines and genres, you can also use the “limit to” section to limit your search to consultants who have writing experience in the genre or discipline for which you are writing.

When you click on a white box, a window will pop up asking you to fill in information regarding the appointment you would like to book.

Pop-ups will have to be enabled for this site in your browser.

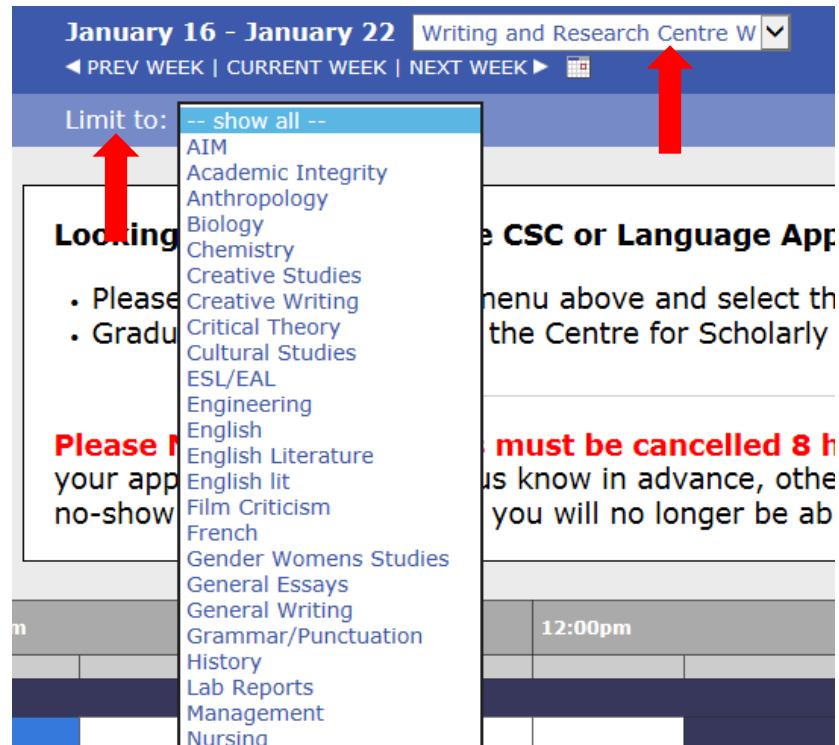
Typically, the new window will pop-up in front of the window that you have open. If you don't see a pop-up, check to see if the new window has popped up behind or check to make sure that your browser allows pop-ups.

You can adjust the amount of time up to an hour by using the drop down menu.

After you have booked, your appointment will show up on the schedule in yellow.

You can modify or cancel your appointment by clicking on the yellow appointment time and clicking “cancel” at the bottom of the appointment pop-up window.

Appointments must be cancelled 8 hours in advance.



The screenshot shows a booking form titled "Writing Consultant SM". It includes fields for "Location: LIB 237", "Bio/Information" (noting 25 or 50 minute appointments), and "Appointment Limits" (between 30 minutes and 1 hour). A red arrow points to the "Time:" field, which shows "Monday, January 16: 10:00am" to "10:30am". Another red arrow points to the "Reason for appointment" section, which lists various options like "Getting started", "Revision or editing concerns", etc., with a note that at least one must be selected. The bottom of the form has a note: "* You must select at least one of the above answers."

Jan. 16: MONDAY	10:00am	11:00am
Writing Consultant DT		
Writing Consultant JS		
Writing Consultant JW		
Writing Consultant LH		
Writing Consultant SM		
Writing Consultant SS		