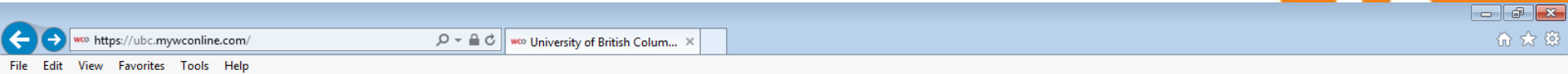


MyWConline Appointment Booking Steps

1. Go to <https://ubc.mywconline.com/>

If you don't already have an account "click"
Register for an account and fill out the form



University of British Columbia Okanagan campus

First visit? [Register for an account.](#) 

Returning? Log in below.

EMAIL ADDRESS:

PASSWORD:

CHOOSE A SCHEDULE:

Check box to **stay logged in:** 

Centre for Scholarly Communication

Open throughout the summer, except as listed above.

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*).

2. Once you have logged in, select the correct schedule from the drop-down menu.
 - Graduate students, faculty and staff must book one-on-one appointments on the Centre for Scholarly Communication schedule.



The screenshot shows a web browser window with the URL <https://ubc.mywconline.com/schedule.php?focus=8&scheduleid=>. The page header includes "WELCOME, CENTRE" and "August 15 - August 21". A red arrow points to a dropdown menu labeled "Centre for Scholarly Communicat...". Below the header, there is a "HELP?" link and a main content area with the following text:

Please Note: Appointments must be cancelled 8 hours in advance. If you can not make your appointment, please let us know in advance, otherwise your appointment will be marked as a no-show. After two no-shows, you will no longer be able to book appointments.

The CSC will be closed August 31 - September 5.

Lori Walter specializes in copyright; faculty and advanced graduate level writing; scholarly publishing; open access and the Tri-Agency Open Access Policy; author rights; and online academic profiles.

Amanda Brobbel specializes in faculty and advanced graduate level writing; planning and managing writing projects; and teaching and integrating writing into the curriculum.

3. Click on a white box to select an appointment time that works for you.

- Please refer to the listed consultant specialties to determine the correct individual to support your needs.
- You can book an appointment up to 10 days in advance.

Amanda Brobbel specializes in faculty and advanced graduate level writing; planning and managing writing projects; and teaching and integrating writing into the curriculum.

Aug. 15: MONDAY	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm
Amanda Brobbel						
Lori Walter						

Aug. 16: TUESDAY	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm
Amanda Brobbel						
Lori Walter						

Aug. 17: WEDNESDAY	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm
Amanda Brobbel						
AIM Consultant H <small>Administrators Only</small>						
Lori Walter						

4. Fill out the form that pops up.

- If you can't see the form, the pop up may be behind your browser window.

Location: LIB 237, upstairs inside the main Library	
Bio/Information: All appointments will end after 50 minutes in order to give the consultant time to prepare for the next session.	
Appointment Limits: Appointments must be 1 hour in length.	
Time:	Monday, August 15: 9:00am ▼ to 10:00am ▼
Instructor (or Supervisor) and Course name and number:	Prof Snow (advisor) ▼*
Reason for appointment (please select all that apply):	<input type="checkbox"/> Getting started <input type="checkbox"/> Revision or editing concerns <input type="checkbox"/> Thesis statement <input checked="" type="checkbox"/> Organization <input checked="" type="checkbox"/> Research and integrating sources <input type="checkbox"/> Academic Integrity/Plagiarism <input type="checkbox"/> Writers block <input type="checkbox"/> Open Access <input type="checkbox"/> Copyright/Author Rights <input type="checkbox"/> Publishing an Article <input type="checkbox"/> cIRcle <input type="checkbox"/> Other <small>* You must select at least one of the above answers.</small>
Appointment Required by Instructor or	No ▼*

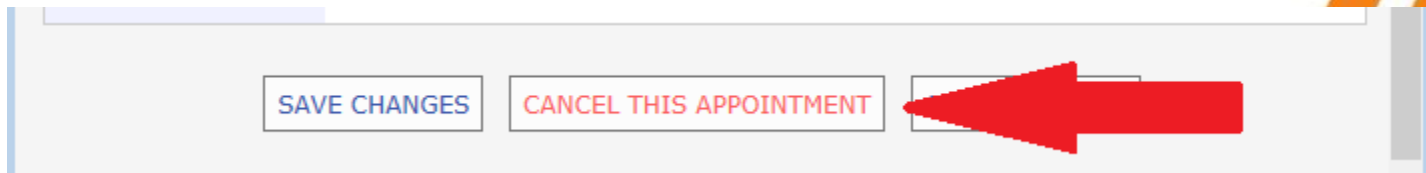
5. Your booked appointment will appear in bright yellow.

Aug. 15: MONDAY		9:00am	10:00am
Lori Walter			
Amanda Brobbel			



Aug. 16: TUESDAY		9:00am	10:00am
Lori Walter			
Amanda Brobbel			

To cancel this appointment, “click” on the yellow box and select “CANCEL THIS APPOINTMENT” at the bottom of the pop up.

Appointments must be cancelled 8 hours in advance to avoid being deemed a “No show” – only 2 permitted per term.



6. To add yourself to the waitlist when all appointments are booked, “click” the clock symbol next to the desired date.

 Aug. 9: TUESDAY	9:00am	10:00am	11:00am	12:00pm	1:00pm
Am					
Lori Walter 					

Join the Waiting List for **Tuesday** and be notified of openings in the schedule.

Fill out the pop up with the appropriate information and “click” “JOIN THE WAITING LIST”

Join the Waiting List: Tuesday, August 16, 2016

The waiting list allows you to be notified of an opening in the schedule. Once you've signed up for the waiting list, you'll receive notice when an appointment opens and then can log in to reserve that newly opened appointment. To join the waiting list, simply fill out the form below.

Specific staff or resources only?

At specific times only?

You have elected to receive waiting list notifications via email. If you would like to view or change your email address or have waiting list messages sent via text message, update your profile using the option at the top of the Welcome menu.