Scheduling a Written Feedback Consultation in WCOnline

Helpful Hints brought to you by EMU’s Writing Center

This student provides undergraduate students instructions for scheduling a Written Feedback consultation with Eastern’s University Writing Center. When you submit a paper for written feedback, you will get a response in 24 – 72 hours, depending on when the paper is submitted.

To schedule a Written Feedback consultation:

1. Go to the EMU University Writing Center WCOnline website (https://emich.mywconline.com).
2. Log in using your emich email account and password. This will take you to the UWC Winter 2021 – Zoom Appointments schedule. 
   
   Note: You will need to already have a registered account with us through WCOnline in order to schedule an appointment. Check our website for those instructions if you have not already registered. Remember, if you are registered, the password for WCOnline is not necessarily your my.emich password; this is one that you set when you registered for the account.
3. Click the down arrow next to the current week’s dates and select the UWC Winter 2021 – Written Feedback schedule (see Fig. 1).
4. Click the down arrow next to the words “Limit to: --please select—” to reveal the Appointment Focus codes drop-down menu (see Fig. 1).
5. Select the proper Appointment Focus (category) for the type of writing you are doing. The list of available consultants best able to help you that day will appear.
   
   Note: Do not guess or choose a random Appointment Focus to make an appointment with someone at a specific time; this may result in not getting the type of help you need. Instead, use our WCOnline Appointment Focus Codes web page for help choosing the correct code [https://tinyurl.com/focuscodes].
6. Choose a consultant to work with and click into the white box next to their name. A pop-up window labeled “Create New Appointment” will appear.
7. Complete the **Create New Appointment** form. Be sure to
   a. Complete all required questions
   b. Upload your Microsoft Word document or PowerPoint Slides, or include a Google Docs link with sharing/commenting enabled in the **Additional comments for your consultant** box
      
      *Note: PDF uploads are not allowed; consultants must have a document in one of the above file formats to respond to a written feedback request*
   c. Note the five page numbers you want the consultant to focus on, if the document is more than five pages/1,500 words
   d. Choose the appropriate Appointment Focus (see #5 note)

8. Click **Create Appointment**. Your window will confirm that the appointment has been created and show you a summary of your responses.

9. Click on **Close Window** or, if you find it necessary to make changes, **Edit Appointment**.