

Scheduling a Written Feedback Consultation in WCOOnline

Helpful Hints brought to you by EMU's University Writing Center

This handout provides **undergraduate** students instructions for scheduling a Written Feedback consultation with Eastern's University Writing Center (UWC). When you submit a paper for written feedback, you will get a response in 24 to 72 hours, depending on when the paper is submitted.

To schedule a Written Feedback consultation:

1. Go to the EMU University Writing Center WCOOnline website (<https://emich.mywconline.com>).
2. Log in using your emich email account and password. This will take you to the **Written Undergraduate Summer 2021** schedule.

Note: You will need to already have a registered account with us through WCOOnline 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 WCOOnline is not necessarily your my.emich password; this is one that you set when you registered for the account.

3. Review the list of available consultants. Available consultants are listed according to their specialty and have white boxes next to their names. The specialties are as follows:
 - a. **General Undergraduate Consulting:** Choose a consultant with this specialty if you are working on an assignment for a class that does not fall into the categories below, or if you are working on a resume or graduate school application.
 - b. **Med School Apps, Sciences, PSY:** Choose a consultant with this specialty if you are working on medical school applications; classes in the hard sciences (biology, geology, etc.); or psychology.
 - c. **Nursing:** Choose a consultant with this specialty if you are working on an assignment for a nursing class.
 - d. **Nursing; CHHS (HLAD, SWRK, DTC):** Choose a consultant with this specialty if you are working on an assignment for a nursing class or any other class that is offered by the College of Health & Human Services (CHHS), such as health administration, social work, dietetics, public health, etc.
4. Choose a consultant according to the appropriate specialty and click into the **white box** next to their name. A pop-up window labeled "**Create New Appointment**" will appear.
5. 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
6. Click **Create Appointment**. Your window will confirm that the appointment has been created and show you a summary of your responses.
7. Click on **Close Window**.