

Scheduling a Zoom Consultation in WCOonline

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

This handout provides **undergraduate** students instructions for scheduling a Zoom consultation with Eastern's University Writing Center. To schedule a Zoom 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. Click on the **drop-down menu** next to the current date and schedule title (Written Undergraduate Summer 2021). Select **Zoom Undergraduate Summer 2021**.
4. 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.
5. Choose a consultant to work with and click into the **white box** next to their name at the time you wish to work with them. A pop-up window labeled "**Create New Appointment**" will appear. Most consultants' default appointment is one hour long. Appointments can be scheduled up to 90 minutes in advance of the appointment.
6. Complete the **Create New Appointment** form. Be sure to complete all required questions, and if the consultant allows half-hour appointments, choose between a half hour to an hour-long appointment.
7. Click **Create Appointment**. Your window will confirm that the appointment has been created and show you a summary of your responses.
8. Click on **Close Window** or, if you find it necessary to make changes, **Edit Appointment**.