



CLEMSON®

WRITING CENTER

HOW TO: WCONLINE

Making an Appointment



@ClemsonWC



/ClemsonWC

New User Registration

1. When you click **Make An Appointment** on our website, you will be taken to our online appointment system.
2. When you see a box similar to the one on the right, select **Register for an account**.
3. Turn to next page for more information.

Clemson University Writing Center

First visit? Register for an account.
Returning? Log in below.

AVAILABLE SCHEDULES

- ASC and Online - Fall 2019**
- Asynchronous eTutoring - Fall 2019
- ... - Fall 2019

Creating a New Account



- Make sure to use a **valid email address**. Important information will be sent to that address regarding your appointment(s).
- Fill out all of the required information, denoted by red asterisks.
- Choose when you would like the Writing Center to email you regarding appointments or announcements.
- Review your information.
- Click **Complete Registration**.

Register for a New Account

Fill out the form below in order to create a new account on this system. Once you've successfully registered, you'll be able to log in to the system immediately. Questions marked with a * are required.

Email Address *

First Name * Last Name *

Telephone Number

Major *

Standing *
-- please select --

Graduation Year
-- please select --

First or Home Language *
-- please select --

Student ID *

Student ID *

Athletic Affiliation (check all that apply) *
 Yes
 No

Gender *
-- please select --

PASSWORD

Password *
Ten Characters Minimum

Re-enter Password *

EMAIL PREFERENCES

Send me an email when my appointments are made, modified or canceled: YES or NO

Send me an email with center announcements or other mass mailings: YES or NO

Send me an email to remind me of my upcoming appointments: YES or NO

Include iCal links with appointment confirmation messages? YES or NO

COMPLETE REGISTRATION CANCEL

Schedule an Appointment

Select the location and appointment type.

White spaces indicate available times.

Staff	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm
Amanda			Appointment					
Hailee	Appointment							
Anna Marie	Appointment							
Zach					Available			
Sylvia								
Michael				Unavailable				
Gabriel								
Sam			Appointment					

Date range, by week.

Purple spaces are already-scheduled appointments.

Brown spaces are not available.

Color Code:



Open/Available



Filled/Unavailable



Your Appointment

Make An Appointment

1. Appointments can be 30 minutes – 1 hour in length.
2. For ASC and Online appointments, select whether or not you would like to **Meet Online**.
3. These questions may vary depending on the appointment time you select.

APPOINTMENT LIMITS: Appointments must be between 30 minutes and 1 hour in length.

Meet Online?

- No. Meet **face-to-face** at the center.
- Yes. Schedule **Online** appointment.
If you choose an online appointment, log back in to this website approximately five to ten minutes before the start of your appointment. Then, open this appointment and click "Start or Join Online Consultation."

Questions marked with a * are required. Questions marked with **ADMIN ONLY** are only available to and shown to administrators. (As an administrator, you can save an appointment without filling in required fields--except if those required fields are also tagged as administrator-only questions.)

Course *

Instructor *

Pronouns

Standing *

What would you like to work on today? *

CREATE APPOINTMENT

CLOSE WINDOW

Make An Appointment

1. Enter your course information, including course number and instructor.
2. Describe what you would like to work on during the session
3. Select **Create Appointment.**

APPOINTMENT LIMITS: Appointments must be between 30 minutes and 1 hour in length.

Meet Online?

No. Meet **face-to-face** at the center.

Yes. Schedule **Online** appointment.
If you choose an online appointment, log back in to this website approximately five to ten minutes before the start of your appointment. Then, open this appointment and click "Start or Join Online Consultation."

Questions marked with a * are required. Questions marked with **ADMIN ONLY** are only available to and shown to administrators. (As an administrator, you can save an appointment without filling in required fields--except if those required fields are also tagged as administrator-only questions.)

Course *

Instructor *

Pronouns

-- please select -- ▾

Standing *

-- please select -- ▾

What would you like to work on today? *

CREATE APPOINTMENT **CLOSE WINDOW**

You now have an appointment!



- If you chose to receive reminders when you registered, you will receive a reminder email before your appointment time.
- Take note of the time and location of your appointment.
We look forward to seeing you!
- For instructions regarding appointment cancellation, continue reading.

If you miss **three appointments**, you will no longer be permitted to make Clemson Writing Center appointments online.

Cancelling an appointment



- To cancel an appointment, search for your appointment time. (The block will be orange.)
- Double left click on that orange box.
- Click **Cancel Appointment**.
- You will receive an email notification.
- You will see the orange box become white, which means that the time is now available.