HOW TO USE WCONLINE

Making an Appointment
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.
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**.
Schedule an Appointment

Date range, by week.

Purple spaces are already-scheduled appointments.

Select the location and appointment type.

Brown spaces are not available.

White spaces indicate available times.
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.
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.
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.