

WC ONLINE—WAITING LIST
INSTRUCTIONS FOR STUDENTS
FALL 2020

The Writing Center (WC) is offering only distance consultations at present. One consequence is that you will have to schedule your writing consultations in WC Online, our scheduling system. If you cannot find an opening in WC Online on the day and time you need, you can make use of the waiting list. (If you are an undergraduate, another option is to make an appointment with a student consultant for an Online Walk-in consultation. See [WC ONLINE—“ONLINE WALK-IN” CONSULTATION.](#))

You can put yourself on WC Online’s waiting list for any day the WC is offering consultations. Begin by logging in to WC Online; then follow the guidance below. If you don’t know how to reach the website or if you haven’t registered for an account, see [WC ONLINE—REGISTER FOR ACCOUNT.](#)

1. Go to the week and day when you want a writing consultation. Use the calendar or the PREVIOUS WEEK, CURRENT WEEK, and NEXT WEEK buttons near the center top of the screen. Click on the blue link, **WAITING LIST: [month day], 2020**, below and to the right of the day you’re interested in.

The screenshot shows the WC Online interface. At the top is the Methodist University logo. Below it is a navigation bar with 'WELCOME, BAYLOR' and a date selector for 'August 17 - August 23, 2020' with a dropdown for 'Fall 2020'. There are buttons for 'PREVIOUS WEEK' and 'NEXT WEEK'. Below the navigation bar is a search bar and a 'HELP?' link. The main content is a calendar grid for August 17 (Monday) and August 18 (Tuesday). The grid shows time slots from 9:00am to 8:00pm. The 10:00am slot on Monday is highlighted in purple, and the 2:00pm slot is highlighted in green. A blue arrow points to the 'Aug. 17: Monday' header. Another blue arrow points to the 'WAITING LIST: AUGUST 17, 2020' link at the bottom right of the calendar grid.

- Next, complete your sign-up in the WAITING LIST window. As the person logged in to WC Online, your name appears in the CLIENT field. You will be offered more openings if you don't limit yourself to "a specific staff or resource." You can use the starting time/ending time fields to restrict the time range of openings you'll be notified of. This restriction will be useful if you have another commitment on this day and want a real-time Online consultation, not an eTutoring (written) consultation. Click **ADD TO WAITING LIST** when you're finished.

WAITING LIST

The waiting list allows clients to be notified of an opening in the schedule for appointments on August 17, 2020. As an administrator, you can see who is on the waiting list and add or remove a client from the waiting list using the options below. Additionally, as a full administrator, you can view all waiting list entries via the [Master Listings Report](#).

Waiting list notifications can be sent via text message or email. For clients to receive waiting list notifications via text message, they have to opt in by entering their text messaging preferences within their profile.

ADD A CLIENT TO THE WAITING LIST

CLIENT (Enter 3+ characters of name or email.)
Hicks, Baylor
(sbhicks@methodist.edu)

Limit to a specific staff or resource?
No. Notify client of any opening.

Limit based on starting time? **Limit based on ending time?**
No. No.

ADD TO WAITING LIST

WAITING LIST: AUGUST 17, 2020
There isn't anyone currently on the waiting list for August 17, 2020.

- The WC Online system will now notify you of any new openings for consultations on the day you've chosen. NOTE THAT the Waiting List does **not** schedule an appointment for you. You will have to log in to WC Online, find the new opening (a white block), click on it, and complete the CREATE NEW APPOINTMENT page.

If you have questions, email the Writing Center or call the WC and leave a message. We'll call you back:

writingcenter@methodist.edu

910-630-7264

910-482-5417