HOW TO SCHEDULE A WRITING CENTER APPOINTMENT

1. Visit: oxy.mywconline.com

2. Register for an account. Already have an account? Select Peer Writing Advising or Faculty Writing Specialists from Available Schedules and log in using your credentials.
3. Select a block of time from the calendar. This will generate a pop-up window for entering additional information and confirming your appointment (as shown below)
4. Select your meeting type: eTutoring or Zoom.  
   → For eTutoring appointments, you'll need to upload your essay to receive feedback in 48 hours. Upload links are provided at the bottom of the form.  
   → For Zoom meeting appointments, the meeting ID, passcode, and invite link are listed at the top of the appointment form.

5. Complete the required fields on the form.

6. Select Create Appointment. After you've submitted the form you will see a confirmation screen for reviewing your appointment.  
   Congrats! You scheduled an appointment with the Writing Center.
To make changes to or review your appointment:

7. Select “My Appointments” from the Welcome drop-down menu. This option only appears if you currently have an appointment scheduled.

8. OR, click on your appointment block on the calendar

Questions? Concerns? Please contact Goldy (kgoldy@oxy.edu). Thank you!