How to Make a Writing Center Appointment

UCR Graduate Writing Center
1. Logging In

Register for a WC Online account using your UCR email. Then you can log in.

Choose the schedule you want to view before logging in. “GWC Consultations” will show you available writing center appointments.
2. Choosing a Schedule

GQ = GradQuant
GWC = Writing Center

a. Choose whether you are looking for a Workshop or Consultation
b. Choose the correct Quarter (Fall, Winter, Spring, or Summer)

Note: Calendars will become available for future Quarters by Week 10 of the current Quarter
3. Create an Appointment

Please follow the instructions below to schedule and prepare for your online consultation:

- Visit Skype website in advance and create a free account.
- Send us a contact request at "gradwritingcenter."
- Before your appointment, email your materials and your Skype ID to gwrcucr@gmail.com
- Log into Skype and your UCR email at your appointment time.
- Your consultant will open the file, share it with you through Google Docs to go over any changes together, and then call you through Skype to start the appointment.

***If you are making an appointment to work on an application to GRMP, DYP or HSI DDI please make sure your appointment is with Alexis, Hillary, Shaafi, Nicole or Paige.***

*Please be sure to follow all GWC policies when making and attending your writing consultation. If you do not, your appointment may be cancelled.
*If the schedule is full, please use the waiting list.

Choose an available time
(White = available, blue = unavailable)
Double click on the time you want. An appointment box will pop up in a new window.
3. Create an Appointment

This is the appointment box that will pop up when you click on an available time slot.

See the consultant’s bio here

Here is where you can let us know what you are working on and what you would like to focus on

You can also attach files to your appointment (optional)

Click “Create Appointment” to schedule
4. Confirm Your Appointment

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Successfully created appointments show up in GOLD
5. Skype Procedure

Follow the steps above before your appointment. Appointments take place through Skype.
Email your materials, Skype ID, and any questions to gwrcucr@gmail.com.
6. Waitlist

If no available appointments work with your schedule, you can join the waitlist to be notified if another appointment becomes available.

*Note – this box will look slightly different for a non-admin user