

# How to Schedule an Appointment using MyWCOOnline

You can use MyWCOOnline to sign up for appointments with multiple services within Academic Support Programs. These services include the Writing Center, Tutoring by Appointment, and Peer Assisted Learning (PALs). You can find MyWCOOnline at the link below or by clicking the orange button on any of these programs' web pages.

Direct link: <http://mywco.com/uwplatteville>

PAL program website: Orange "PAL Schedule" button:  
<https://www.uwplatt.edu/academic-support/pal-program>

Writing Center website: Orange "Make an Appointment" button:  
<https://www.uwplatt.edu/academic-support/writing-center>

Tutoring by Appointment website: Orange "Make an Appointment" button:  
<https://www.uwplatt.edu/academic-support/tutoring-by-appointment>

## WRITING CENTER



Tutoring at the Writing Center

Available to all UW-Platteville students, Writing Center appointments are **free** one-on-one sessions with experienced fellow writers trained to consult on assignments in any discipline and other writing-related projects.

**WC QUICKLINKS**

**MAKE AN APPOINTMENT**

- [Writing Center Home](#)
- [Schedule a Tour or Workshop](#)
- [Meet the Tutors](#)
- [Become a WC Tutor](#)
- [Writing Resources](#)
- [Cafe International](#)

**CONTACT INFORMATION**

For assistance with writing, contact the Writing Center.

**Writing Center**  
303 Brigham Hall (3<sup>rd</sup> floor)  
1 University Plaza  
Platteville, WI 53818  
Tel: 608.342.1081  
E-mail: [writingcenter@uwplatt.edu](mailto:writingcenter@uwplatt.edu)

UNIVERSITY HOME PAGE > ACADEMICS > ACADEMIC SUPPORT PROGRAMS

## TUTORING BY APPOINTMENT



### TUTORING BY APPOINTMENT

The tutor and the student focus on specific areas of concern over the course of a 30- or 50-minute tutoring session for the courses listed below. Sessions are available Monday through Friday in the Tutoring Center, located on the 3rd floor of Brigham Hall. Tutor availability can be viewed and appointments can be made via the [online scheduling system](#). Please note that first time users will have to register for an account. There is no charge for this service.

If tutoring by appointment doesn't support the course you need assistance with, please visit the [Individual Weekly Tutoring](#) page to request a tutor.

**MAKE AN APPOINTMENT**

### MATHEMATICS

Math 2450: Pre-Calculus  
Math 2640: Calculus I  
Math 2730: Discrete Mathematics  
Math 3740: Calculus II

### SPANISH

Spanish 1840: Elementary Spanish I  
Spanish 1940: Elementary Spanish II  
Spanish 2840: Intermediate Spanish I  
Spanish 3040: Intermediate Spanish II

## PEER ASSISTED LEARNING



### PAL QUICKLINKS

[PAL Program Home](#)

[Meet the Pal Leaders](#)

**PAL  
SCHEDULE**

## Registering for an Account:

In order for you to view and utilize the schedule, you will need to register for an account on the MyWCOOnline website. This account can be used for all of the services, so please only make one account.

**UW-Platteville Academic Support Programs**

You have successfully logged out of the system.

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

EMAIL ADDRESS:

PASSWORD:

CHOOSE A SCHEDULE:  
Writing Center - Brigham Hall ...

Check box to stay logged in:

LOG IN

Welcome to Academic Support Programs at UW-Platteville! If this is your first time here, please register for an account by clicking the link to the left.  
If you have already registered for an account, please log in.  
This system can be used to access the schedules for the Writing Center, Tutoring Services, and Peer Assisted Learning.  
Click [here](#) for step-by-step instructions for using this system.  
**Policies and Limits:** To ensure all students have access to the services provided by Academic Support Programs, please be aware of the following:  
1) Each service provided by Academic Support Programs has limits on how often you can use the service. These limits are explained at the top of every schedule.  
2) If you cannot make your appointment as scheduled and cannot move it to a more convenient time, please cancel using the online system, calling us at (608) 342-1081, or stopping by 3rd floor Brigham Hall. Not doing so will result in your appointment being marked as a "no-show." If you are marked as a "no-show" more than two times in one semester **across all schedules and services**, your account will be disabled. Academic Support Programs will then contact you to discuss further options.  
3) Using someone else's email address or account to use Academic Support Programs in excess of these limits or after your account has been disabled is prohibited. Doing so can result in your privileges for these resources being revoked.

You must use your @uwplatt.edu email address for this system, but you can have a different password. You can also customize email and text notifications.

After registering for an account, you will receive a confirmation email. This email may go to your junk folder. When you find that email in your junk folder, in Outlook, click on "Rules" and select, "Always Move Messages from UW-Platteville Academic Support Programs". Then select your inbox from the list. This will ensure all emails from this system are sent to your inbox.

You can log into the system immediately after registering your account.

**Create a New Account**

Fill out the form below in order to create a new account on this system. Questions marked with a \* are required.

Email Address:  \*

First Name:  \*

Last Name:  \*

How did you hear about Academic Support Programs?  -- please select -- \*

**Password**

Password:  \*

Re-Enter Password:  \*

**Email Options**

Send an Email:

When I make an appointment.  Yes  v

When I modify an appointment.  Yes  v

When I delete an appointment.  Yes  v

When an announcement or mass email is sent.  Yes  v

To remind me of my upcoming appointment.  Yes  v

Include iCal Link?  No  v

**Text Message Options:** You have the option of receiving appointment reminders and waiting list "appointment available" notices via text message instead of via email. If you would prefer to receive text message notices, enter your ten-digit cell phone number and select your carrier below.

**Charges may be incurred by sending text messages to your cell phone. You are agreeing to be responsible for such charges by**

## Navigating the schedule:

Now that you have an account, you can log into the system. You can select the schedule you would like to view near the bottom of this page. The system gives you the option to “stay logged in”. Please only do this on personal devices and not any public computers.

Once you are logged in, you should change the following criteria to find appointment times for you:

1. Schedule (if not selected on login page)
2. Course (PALS and Tutoring by Appointment Only)
3. Day or Week

The system uses the following color coding system to show availability:

**Dark blue** = staff member is not available

**Lighter blue** = staff member has an appointment

**White** = available for an appointment

**Gold** = your current appointments

WELCOME, STUDENT ▾		September 12 - September 18 Writing Ce		
		◀ PREV WEEK   CURRENT WEEK   NEXT WEEK ▶		
📁 HELP?				
Sep. 12: MONDAY	10:00am	11:00am	12:00pm	
Matt Mutiva	Dark blue	Dark blue	Lighter blue	Dark blue
Emalydia Flenory	Dark blue	Dark blue	Dark blue	Dark blue
McKenna Farmer	Dark blue	Dark blue	Dark blue	Dark blue
Elinor Burton	Dark blue	Gold	White	Dark blue
BriAnna Bruce	Dark blue	Dark blue	Dark blue	Dark blue

## Making an appointment:

Once you have narrowed down your search to the week, schedule, and course you are looking for, click on a time the fits your schedule to make an appointment. Remember that white spaces are the available times.

You will be directed to an appointment form. Each service's form is a little different, but make sure to fill out all sections marked with a red asterisk (\*).

Appointments default to a 30-minute session. If you and your tutor are both available, you can extend your appointment to 60 minutes by selecting a different time from the drop-down menu. If you choose a time when the tutor is unavailable, or try to make the session longer than 60 minutes, the system will prevent you from saving your appointment.

UW-Platteville Writing Center - Google Chrome  
https://uwplatt.mywconline.com/reserve.php?type=r&ts=1473656400&resid=&machid=sc157a

**Elinor Burton**  
Fill out the form below in order to save this appointment. Questions marked with a \* are required.

**Bio/Information:**  
**Elinor Burton**, English Literature and Professional Writing Major, Creative Writing and Spanish Minor  
Her friends would call her an energetic and involved person, and you'll definitely see that looking at her schedule. Elinor is the president of English Club, a member of the UW-Platteville Marching Pioneers, and a member of the Platteville Gaming Association. When she's not at a club event, Elinor is hanging out with the Nerd Herd, roleplaying in one of the four campaigns she's a part of, or listening to video game soundtracks while writing or reading. Elinor joined the Writing Center to help students find new angles to approach topics and to gain experience for her future career in writing and editing.  
**Appointment Limits:** Appointments must be between 30 minutes and 1 hour in length.

Time: Monday, September 12: 11:00am to 11:30am

Course: \*

Instructor: \*

What would you like to work on today? \*

SAVE APPOINTMENT CLOSE WINDOW

After entering this information, click "Save Appointment" at the bottom of the form.

## Waitlist:

If you cannot find an open appointment that fits your schedule, considering joining the waitlist. The waitlist option is the white clock icon next to the date on the schedule.

This will bring up a short form where you can specify a resource you would like to work with and the times you would like notified if an appointment becomes available.

You will receive an email (and a text message if you have text messages enabled) informing you that an appointment has opened up for your desired times. This is only a notification and you **must** log in to the system and reserve this appointment for yourself.

Anyone who has signed up for the waitlist for the same slot has received the same notification you have, and they may reserve that time before you are able to. **Receiving the waitlist notification does not guarantee you that appointment time.**

Jan. 26: THURSDAY 9:00am 10

Join the Waiting List for Thursday and be notified of openings in the schedule.

**Join the Waiting List: Thursday, January 26, 2017**

The waiting list allows you to be notified of an opening in the schedule. Once you've signed up for the waiting list, you'll receive notice when an appointment opens and then can log in to reserve that newly opened appointment. To join the waiting list, simply fill out the form below.

Specific staff or resources only? No. Notify me of all openings

At specific times only? -- all start times -- -- all end times --

## Moving or cancelling your appointment:

You have several options if something comes up that would prevent you from making your scheduled appointment.

First, if the same consultant is available for the new time, you can simply open the appointment from your schedule and change the time. The system will not allow you to move your appointment to a time when that consultant is not available.

Second, you can make a new appointment with a different consultant at a different time. If you have not reached your daily or weekly limit yet, you can make the new appointment first, and then go back to the previous appointment and cancel it. If you have reached your limit, you must cancel your original appointment first, and then you will be able to make the new appointment.

Third, if you cannot reschedule the appointment, you can open the appointment and click on "Cancel This Appointment".

If you are unable to access the schedule, please then call Academic Support Programs at (608) 342-1081 to cancel your appointment.

**Matt Mutiva**  
Use the form below to modify, view, or cancel this appointment. Questions marked with a \* are required.

**Bio/Information:**  
**Matt Mutiva**, Creative Writing Major  
Matt can often be found meditating on top of the "M" or, nine times out of ten, writing poetry. He's teamed up with the Writing Center crew and happily found a way to incorporate his meditative style into helping students calmly approach writing!  
**Appointment Limits:** Appointments must be between 30 minutes and 1 hour in length.

Time: **Monday, September 12:** 12:00pm to 12:30pm  
10:30am  
11:00am  
11:30am  
12:00pm  
12:30pm  
1:00pm  
1:30pm  
2:00pm  
2:30pm  
3:00pm  
3:30pm  
4:00pm  
4:30pm  
5:00pm  
5:30pm  
6:00pm

Course: ENGL1130

Instructor: Weller

What would you like to work on today?  
Outlining my narrative

SAVE CHANGES CANCEL THIS APPOINTMENT CLOSE WINDOW

## Policies and limits:

To ensure all students have access to the services provided by Academic Support Programs, please be aware of the following:

- 1) Each service provided by Academic Support Programs has limits on how often you can use the service. These limits are explained at the top of every schedule.
- 2) If you cannot make your appointment as scheduled and cannot move it to a more convenient time, please cancel using the online system, calling us at (608) 342-1081, or stopping by 3rd floor Brigham Hall. Not doing so will result in your appointment being marked as a "no-show." If you are marked as a "no-show" more than **two times** in one semester across all schedules and services, your account will be disabled. Academic Support Programs will then contact you to discuss further options.  
\*Note: When utilizing PAL services, students will not be marked as no-shows.
- 3) Using someone else's email address or account to use Academic Support Programs in excess of these limits or after your account has been disabled is prohibited. Doing so can result in your privileges for these resources being revoked.