

How to
Edit or Cancel an
Existing
Appointment
with the CSU Writing Center

Swipe to begin the tutorial



Step 1

URL for WC Online:

<https://csuniv.mywconline.com/>

To access an existing appointment, log in to WC Online.

Try logging in with your CSU student email and your best guess at the password you would have chosen. If that fails, attempt to "Reset your password" before you try to register for a new account.

If you've never been to the CSU Writing Center, then you don't already have an account. Click the blue "Register for an account" and use your CSU Student Email. There will be a short form to fill out, and then you will be able to log in.

Charleston Southern University

First visit? [Register for an account.](#)

Returning? [Log in below.](#)

AVAILABLE SCHEDULES

Spring 2020

Fall 2019

Check box to **stay logged in:** [?](#)

LOG IN

Having trouble logging in?

[Reset your password.](#)

Step 2

View your appointment through WC Online

WELCOME, LYDIA ▾

March 24 - March 30, 2020 Spring 2020 ▾

◀ PREVIOUS WEEK | CURRENT WEEK | NEXT WEEK ▶ 📅

HELP? Limit to: -- please select -- ▾

Mar. 24: Tuesday	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm	7:00pm	8:00pm	
Jess ONLINE & ETUTORING	[Dark Blue]						[White]	[White]	[White]	[White]	[Dark Blue]		
Karleigh ONLINE & ETUTORING	[Dark Blue]						[Dark Blue]	[White]	[White]	[White]	[White]	[Dark Blue]	
Madi ONLINE & ETUTORING	[White]	[White]	[White]	[Dark Blue]	[Dark Blue]	[Dark Blue]	[White]	[White]	[Dark Blue]				
Arin ONLINE & ETUTORING	[Dark Blue]			[Dark Blue]	[White]	[White]	[Dark Blue]			[White]	[White]	[White]	[White]
Cailah ONLINE & ETUTORING	[White]	[White]	[White]	[White]	[Dark Blue]	[Dark Blue]	[Dark Blue]					[White]	[White]
Lydia ONLINE & ETUTORING	[Dark Blue]			[Dark Blue]	[Yellow]	[White]	[Dark Blue]						
Jonathan ONLINE & ETUTORING	[Dark Blue]				[White]	[Dark Blue]	[White]	[Dark Blue]					
Emma ONLINE & ETUTORING	[Dark Blue]		[White]	[White]	[Dark Blue]								
Stachia ONLINE & ETUTORING	[Dark Blue]									[White]	[White]	[White]	[White]
Grace ONLINE & ETUTORING	[Dark Blue]							[White]	[White]	[White]	[White]	[Dark Blue]	
Andrew ONLINE & ETUTORING	[Dark Blue]					[White]	[White]	[Dark Blue]	[White]	[Dark Blue]			
Kelsey ONLINE & ETUTORING	[Dark Blue]	[White]	[White]	[Dark Blue]									

WAITING LIST: MARCH 24, 2020

Once you've created your appointment, you can log in and view it. Click on the box for your appointment (it may be a strange color such as yellow). A new window will open with the information you filled out.

Note: This allows you to modify the appointment or cancel it. This is also how you join an Online Tutoring appointment.


Step 3

Edit or cancel an existing appointment

At the bottom of the form, you will see three options: "Close Window," "Edit Appointment," and "Cancel Appointment."

If you're selecting online tutoring or eTutoring, please paste or type the assignment's instructions here:

Professor's instructions

 **This schedule supports file attachments.** To attach a file to this appointment, click 'Edit' below.

CLOSE WINDOW

EDIT APPOINTMENT

CANCEL APPOINTMENT

To cancel the appointment, click the red button that says "Cancel Appointment."

To edit the appointment, click the blue button that says "Edit Appointment." A new window will open.

Edit Existing Appointment

Appointment Date

Tuesday, March 24, 2020: to

Staff or Resource

Lydia (Spring 2020)

APPOINTMENT LIMITS: Appointments must be between 30 minutes and 1 hour in length.

Hello there! I am so excited to be working with you. I love to read and write, and I have a cat named Tigerlily. I'm from the upstate, but I love it here in Charleston. I hope our session will be an encouraging learning experience. You can do this!

Meet Online?


Edit an existing appointment time or appointment type

At the top of the form, you can change the time of the appointment.

To change the appointment's date or the tutor, you will need to cancel the existing appointment and create a new one.


To change the type of appointment, bubble the option you want (Online or eTutoring).

Edit Existing Appointment

Appointment Date
Tuesday, March 24, 2020: 1:00pm ▾ to 1:30pm ▾ 

Staff or Resource
Lydia (Spring 2020)

APPOINTMENT LIMITS: Appointments must be between 30 minutes and 1 hour in length.
Hello there! I am so excited to be working with you. I love to read and write, and I have a cat named Tigerlily. I'm from the upstate, but I love it here in Charleston. I hope our session will be an encouraging learning experience. You can do this!

Meet Online? 

Yes. Schedule **eTutoring** appointment.
If you choose an eTutoring appointment, upload your paper after making this appointment. Then, watch your email for notification that your appointment has been modified or that someone has responded to your paper.

Yes. Schedule **Online** appointment.
If you choose an online appointment, log back in to this website approximately five to ten minutes before the start of your appointment. Then, open this appointment and click "Start or Join Online Consultation."

Questions marked with a * are required.

Course *
ENGL 202

You may also edit other information such as how far along you are in the writing process, the length of your current draft, etc.


Note: To attach a file to the appointment, scroll to the bottom of the form.

Attach paper to an Online or eTutoring Appt

At the bottom of the form, you will see a place for the assignment's instructions.

Below that, if you have selected Online or eTutoring, attach your paper.

If you're selecting online tutoring or eTutoring, please paste or type the assignment's instructions here:

 This schedule supports file attachments. To attach a file to this appointment, use the options below. File attachments must be 1MB or less and in one of the following formats: .doc, .docx, .numbers, .odt, .pages, .pdf, .rtf, .txt, .wpd, .wps, .xls, or .xlsx.

File #1	<input type="text"/>	<input type="button" value="Browse..."/>	Document Title	<input type="text"/>
File #2	<input type="text"/>	<input type="button" value="Browse..."/>	Document Title	<input type="text"/>
File #3	<input type="text"/>	<input type="button" value="Browse..."/>	Document Title	<input type="text"/>
<input type="button" value="CREATE APPOINTMENT"/>		<input type="button" value="CLOSE WINDOW"/>		

Note: Microsoft Word files are often easiest for our tutors to access.

For eTutoring: During your scheduled appointment time, the tutor will make comments on the paper and return it to you via email.

For Online Tutoring: During your scheduled appointment, the tutor will meet with you virtually to give feedback through a shared screen on which the text of the paper will be pasted.