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

Swipe to begin the tutorial

Charleston Southern University

First visit?	Register	for an	account.
Returning?	Log in b	elow.	

bucmail@csustudent.net

Password

AVAILABLE SCHEDULES

- Spring 2020
- O Fall 2019

Check box to **stay logged in**: \square

LOG IN

Having trouble logging in?

Reset your password.

Step 1

URL for WC Online:
https://csuniv.mywconline.com/

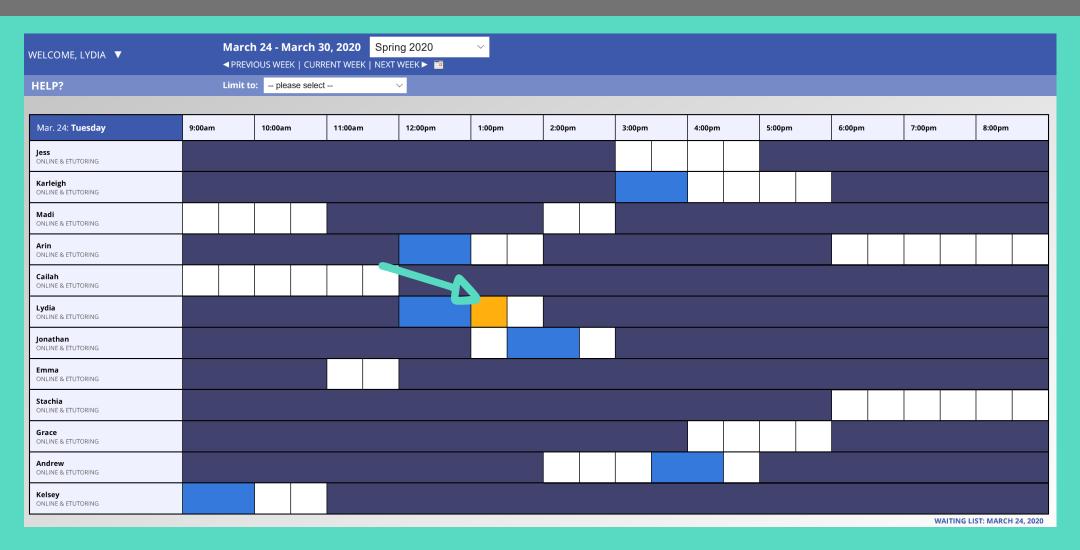
To access an existing appointment, log in to WC Online.

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.

Step 2

View your appointment through WC Online



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.

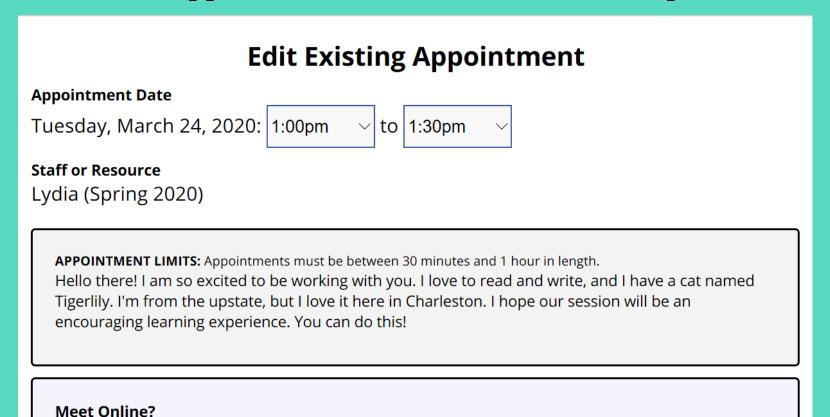
Note: This allows you to modify the appointment or cancel it. This is also how you join an Online Tutoring appointment.

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.

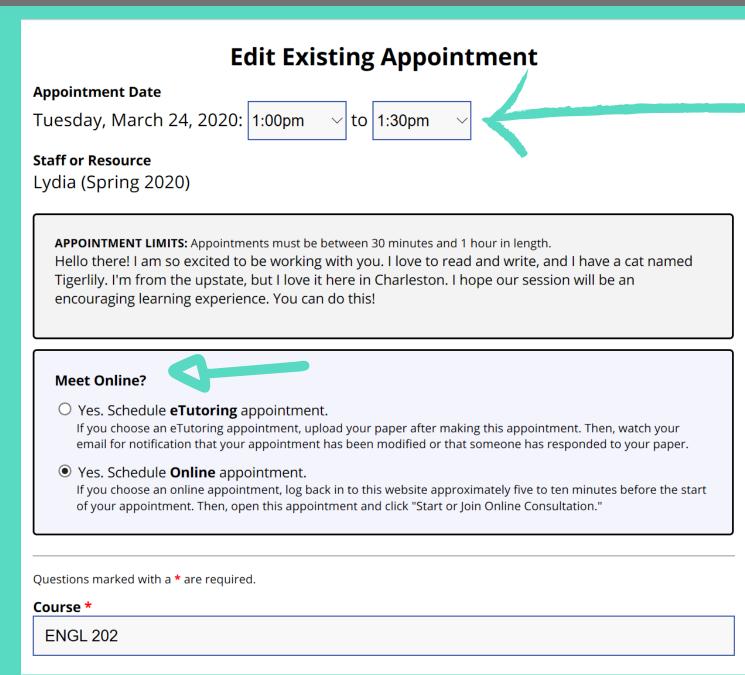


Edit an existing appointment time or appointment type

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).



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 Browse Document Title
File #2 Document Title
Browse
File #3 Document Title
Browse
CREATE APPOINTMENT 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.