Whitworth Composition Commons (WCC) Writing Consulting Services
Monday, Sept. 14, 2020 – Friday, Dec. 18, 2020

The WCC will offer a limited number of in-person (offline) writing consultations this semester. Consultants available for offline services will have NO designated label below their name in the WCOnline *scheduler and will meet clients for writing consultations in Whitworth Library room 242. Consultants available for online consultations will have the label "ONLINE ONLY" below their name and will meet clients through the* WCOnline *scheduler.*

How to Schedule an Online Consultation

Make an appointment with the WCC through our *WCOnline* scheduling system.

1) Locate us on the Whitworth website by searching "Composition Commons" or at our direct URL: www.whitworth.edu/compositioncommons.
2) Click the "Make an Appointment" tab on the left-hand side to see our scheduler.
3) Login with an existing account or set up a new account.
4) Select a white box on the schedule calendar that corresponds with your desired appointment date and time.
   a. *We recommend an hour-long appointment in case there are unforeseen technology complications.*
5) In the appointment form there is a light blue, "Meet Online?," info box. This box will let you select your consultation location. **Select the "Yes. Schedule Online appointment" option.**
   a. This box and selection will not be available if you are scheduling an offline appointment.
6) Fill out the rest of the appointment form with information about your writing project.

When your Consultation Time Arrives

Once again, log into *WCOnline* and select your scheduled consultation, which will show up as an orange box on the calendar.

1) The appointment form will now be visible. In the light blue box, click on the link that says "**START OR JOIN ONLINE CONSULTATION**."
2) The link will open your consultation environment in a new browser. Grant your browser access to your computer's microphone and camera.
3) Upload your document and begin your consultation.