



Registering/Setting Appointments with WCONLINE

Registering with WCONLINE

1. Login to <https://westcliff.mywconline.com>
2. Select 'Register for an account'

Westcliff University

Welcome to WCONLINE! To get started, register for an account by clicking the link to the left.

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

Email Address

Password

AVAILABLE SCHEDULES

ARC - Summer 2021

WC - Summer 2021

Check box to stay logged in:

LOG IN

Having trouble logging in?
Reset your password.

POWERED BY WCOI

2. Insert your information

DESIGN: EXCELLENCE IN ACCESSIBILITY & MOBILE VERSION



Register for a New Account

Fill out the form below in order to create a new account on this system. Once you've successfully registered, you'll be able to log in to the system immediately. Questions marked with a * are required.

Email Address *

First Name *

Last Name *

Telephone Number

Standing *
-- please select --

Graduation Year *
-- please select --

3. Login with your new account selecting 'Doctoral WC'

Westcliff University

You have successfully logged out of the system.

First visit? [Register for an account.](#)
Returning? Log in below.

christabixby@westcliff.edu

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AVAILABLE SCHEDULES

ARC - Summer 2021

Doctoral WC

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

LOG IN

4. Survey the appointments and specialists available (Look for the white boxes)

WELCOME, CHRISTA ▾		Jul. 21 - Jul. 27, 2021		Doctoral WC ▾				
◀ PREVIOUS WEEK CURRENT WEEK NEXT WEEK ▶ 📅								
HELP?								
Jul. 21: Wednesday		10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm
Christa								
WAITING LIST: JULY 21, 2021								
Jul. 22: Thursday		10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm
Daphna								
WAITING LIST: JULY 22, 2021								
Jul. 23: Friday		10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm
Christa								
Daphna								
WAITING LIST: JULY 23, 2021								

5. Click on a white box to set a new appointment and complete the information requested

westcliff.mywconline.com

Create New Appointment

Appointment Date
Wednesday, July 21, 2021: 11:00am to 12:00pm

Staff or Resource
Christa (WC - Summer 2021)

APPOINTMENT LIMITS: Appointments must be 1 hour in length.

Questions marked with a * are required.

Course *

Instructor *

What would you like to work on today? *

6. Ensure you attach the file for the assignment/chapter of your dissertation you would like to discuss with your specialist.

This schedule supports file attachments. To attach a file to this appointment, use the options below.
File attachments must be 5MB or less and in one of the following formats: .doc, .docx, .numbers, .odt, .pages, .pdf, .rtf, .txt, .wpd, .wps, .xls, or .xlsx.

This schedule requires that appointments have an attached file. You must attach at least one file in order to save your appointment.

File #1 * **Document Title**

Choose File no file selected

File #2 **Document Title**

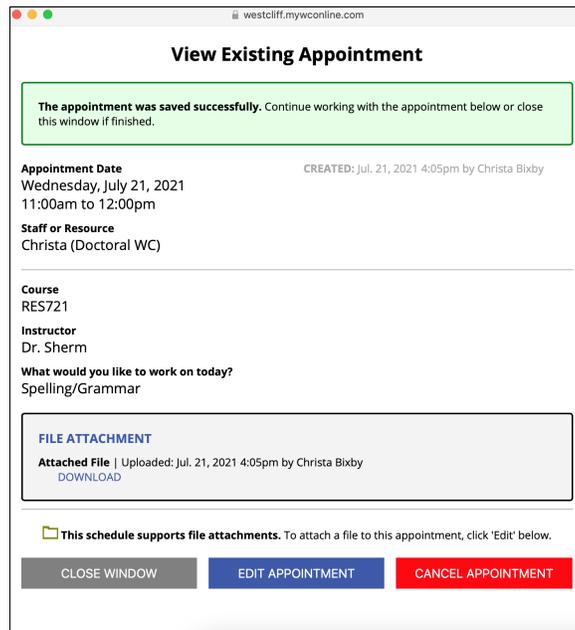
Choose File no file selected

File #3 **Document Title**

Choose File no file selected

CREATE APPOINTMENT CLOSE WINDOW

7. Select 'Create Appointment' and you will see this confirmation notification.

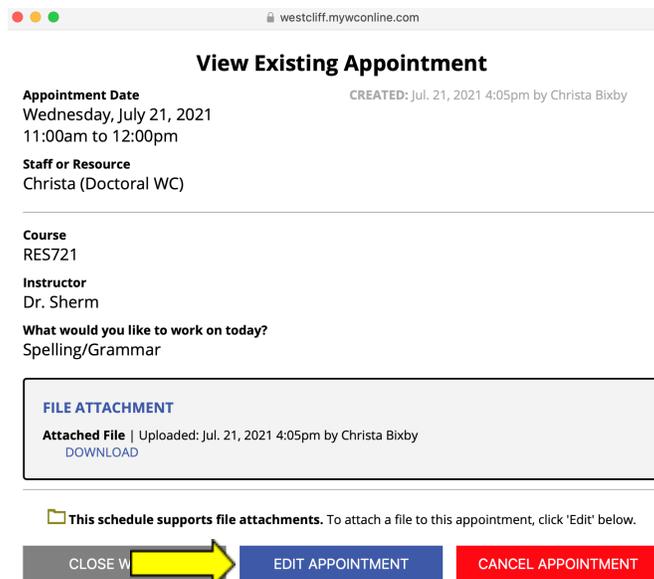


8. When you return to the schedule page, your booked appointment slot will appear in yellow.

Jul. 21: Wednesday	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm
Christa	→						

WAITING LIST: JULY 21, 2021

9. To modify your appointment click on the yellow box at any time and select 'Edit Appointment.'



10. If appointments are not available for the week you wish to schedule one, you can select 'Waiting List' and enter your information. Should an appointment become available, you will receive an email to login and book that appointment.

Jul. 21: Wednesday	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm
Christa							

WAITING LIST: JULY 21, 2021

WAITING LIST ✕

The waiting list allows you to be notified of an opening in the schedule for appointments on July 21, 2021. Once you've joined the waiting list, you'll receive a notice when an appointment becomes available.

Limit to a specific staff or resource?

Limit based on starting time? **Limit based on ending time?**

JOIN WAITING LIST