

# Scheduling Online Appointments

• APU Writing Center • (626) 815-6000 ext. 3141 • apu.edu/writingcenter • apu.mywconline.com •

- Go to <https://apu.mywconline.com>.
- If it is your first time scheduling an appointment with the Writing Center, select “Click Here to Register.” After you register, you will be asked to log in.
- If you have registered with the Writing Center before, enter your email address and password.
- Online appointments are available on all schedules in the dropdown menu at the top of the page.
- White boxes indicate open 30-minute appointments. Select the day, time, and writing coach that work best for you. We recommend scheduling 60-minute appointments for online sessions.
- Writing Coaches available online have “face-to-face or online” or “online only” indicated under their name. Please note that not all consultants are available online.

The screenshot shows the login page for the Azusa Pacific University Writing Center. It includes a header with the university logo, a login form with fields for email address and password, and a 'LOG IN' button. There is also a 'CHOOSE A SCHEDULE' dropdown menu set to 'Azusa Campuses and Online'. A 'Check box to stay logged in' is present. To the right, there is a welcome message and a note about system upgrades. At the bottom, there is a phone number: (626) 815-6000 ext. 3141.

The screenshot shows the appointment scheduler interface. It displays a calendar for the week of June 2 to June 8. The days are Monday through Thursday. For each day, there are rows for different writing coaches: Elena - East Campus, Will - East Campus, Elena - West Campus, and Kiera - East Campus. Each row shows a grid of time slots from 10:00am to 7:00pm. Some slots are highlighted in white (open), purple (30-minute), or red (60-minute). A red box highlights the 'Will - East Campus' row on Monday, June 2, at 11:00am.

- Complete the information in the pop-up appointment box. Be sure to select “Yes - Meet Online” to indicate you would like an online appointment. To schedule a 60-minute appointment, change the end time in the appointment box.
- Click “Save Appointment.”
- If you would like to work on something you have already written, you can upload your project now, or you can wait until the start of your online session. To attach your project to the appointment now, select “click here” and follow the download prompts.

The screenshot shows a pop-up appointment box for Tuesday, July 15. It has a start time dropdown set to 10:00am and an end time dropdown set to 10:30am. A list of available end times is shown: 10:30am, 11:00am, and 11:30am. The 11:00am option is highlighted.

The screenshot shows a success message box with the text: "Success! Your appointment was successfully added on the following date: July 29, 2013. If you would like to attach a file to this appointment, click here." A red arrow points to the "click here" link. At the bottom of the box is a "CLOSE WINDOW" button.

Need assistance? Contact the Writing Center at (626) 815-6000 ext. 3141 or email [writingcenterstaff@apu.edu](mailto:writingcenterstaff@apu.edu).