



THE GRADUATE SCHOOL WRITING CENTER in McKeldin Library

A Guide to: www.umdgrad.mywconline.com

Please see our [Consultation Policies](#) before scheduling or cancelling a consultation.

How to create a consultation appointment:

1. Create an account or login at www.umdgrad.mywconline.com.
2. Scroll through the schedule to view Fellows' availabilities up to 3 weeks in advance. Available timeslots will be in white.
3. Click on the timeslot that you would like to take; this will open the appointment form in a separate window.
4. Fill out all of the requested information.
 - **NOTE:** Fellows read up to 10 pages per consultation, so if your document is longer than this please indicate which pages or section(s) you would like the Fellow to read.
5. Click "Save Appointment" at the bottom of the screen.
6. A confirmation window will appear. If you are ready to attach your draft at this time, click the "click here" link to attach a file.
 - Select your document and name it, then click "Upload File." Your document will now be visible as a link in the appointment window for download.
 - **NOTE:** Documents must be attached at least 3 days (72 hours) prior to your appointment time! This gives the Fellow sufficient time to read your work and make detailed comments.
 - If you accidentally close this window before attaching a document, follow the "To attach a document after an appointment has been saved" directions below to attach your document instead.
7. If you are not ready to attach your document now, simply click "Close Window" and follow the directions below to attach your document later.
8. Your appointments will show up in gold/orange on the schedule. To modify any information on the appointment form, simply click on the orange box. Be sure to press "Save" after making any changes.

To cancel an existing appointment:

NOTE: Consultations cannot be cancelled online less than 24 hours in advance. If you have an emergency and need to cancel with less than 24-hour notice, please email gradwritingfellows@umd.edu.

1. Login at www.umdgrad.mywconline.com.
2. Click on the appointment; this will open the appointment form in a separate window.
 - Your appointments that you have scheduled will appear in orange.
3. Click "Cancel This Appointment" in red at the bottom of the screen.

To attach a document after an appointment has been saved:

NOTE: Documents must be attached at least 3 days (72 hours) prior to your appointment time! This gives the Fellow sufficient time to read your work and make detailed comments.

1. Login at www.umdgrad.mywconline.com.
2. Click on the Yellow File Folder icon beneath the "Welcome" banner; this will open the attachment form in a separate window.
 - When you hover over this icon, it should read "Attach a File to an Existing Appointment."
3. Select the appointment to which you would like to attach your document from the drop-down list.
4. Select your document and name it, then click "Upload File." Your document will now be visible as a link in the appointment window for download.

FAQs:

- What if there are no available timeslots or I cannot find a consultation time to suit my schedule?
 - ✓ If you are having trouble finding an appointment time, check back often for cancellations or at the beginning of each week when a new week will become visible on the schedule. You can also add your name to the wait list if there is a specific day you are interested in. To do this, click on the clock icon next to the date you would like to open the wait list window and fill in the appropriate information.

Additional questions?

Visit www.umdwritingfellows.wordpress.com
or email gradwritingfellows@umd.edu.



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