

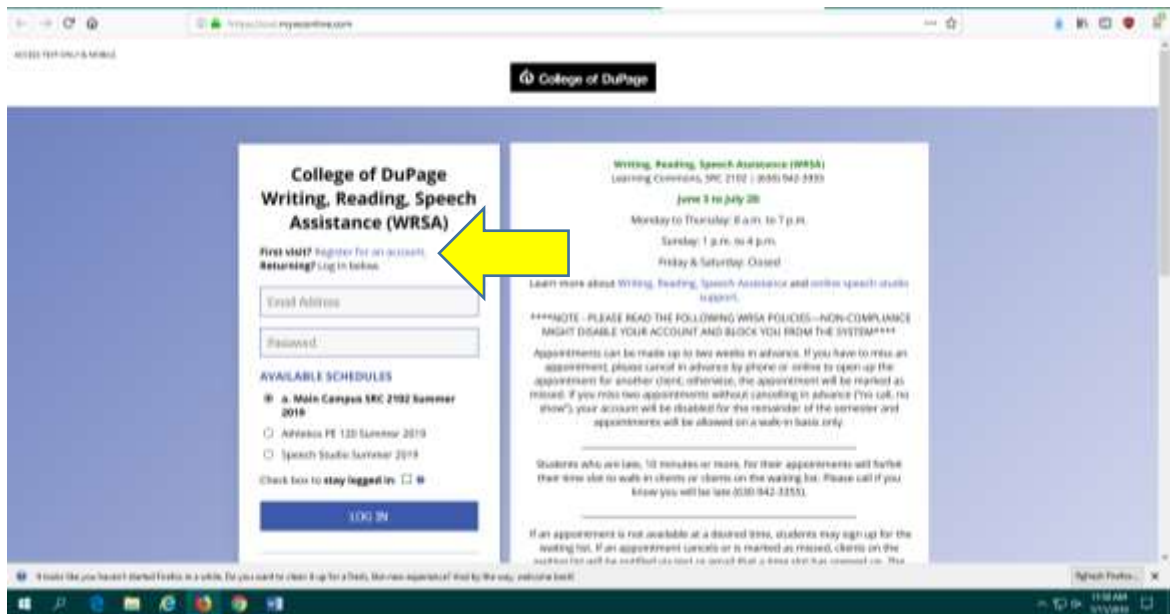
Currently Not Available

Face-to-Face In-Person Appointments

Click cod.mywconline.com to schedule a face-to-face appointment.

Scheduling an in-person appointment with Writing, Reading, Speech Assistance (WRSA) is easy. Just follow the prompts.

- 1) Click www.cod.mywconline.com to create an online coaching appointment.
- 2) Click **“Register for an account”** and fill in the required fields on the next screen. (You will need to use your COD email address and create a password of your choice, 10 characters or more.)



- 3) Click “Complete Registration” at the bottom of the page.

The screenshot shows a web browser window displaying a registration form. The form is titled "College of DuPage Writing, Reading, Speech Assistance (WRSA)". It has three main sections: "PASSWORD", "EMAIL PREFERENCES", and "TEXT MESSAGING PREFERENCES". The "PASSWORD" section has two input fields: "Password" and "Re-enter Password". The "EMAIL PREFERENCES" section has three radio button options: "Send me an email when my appointments are made, modified or canceled.", "Send me an email with center announcements or other mass mailings.", and "Send me an email to remind me of my upcoming appointments.". The "TEXT MESSAGING PREFERENCES" section has two radio button options: "Include iCal links with appointment confirmation messages?" and "You have the option of receiving appointment reminders and waiting list 'appointment available' notices via text message instead of via email...". Below these sections are two input fields: "Mobile Number" and "Mobile Carrier". At the bottom of the form are two buttons: "COMPLETE REGISTRATION" and "CANCEL". A yellow arrow points to the "COMPLETE REGISTRATION" button.

- 4) Log in to the system using your COD email address and password.

The screenshot shows a web browser window displaying the login page for the "College of DuPage Writing, Reading, Speech Assistance (WRSA)". The page has a blue header and a white main content area. On the left side, there is a login form with the following elements: "College of DuPage Writing, Reading, Speech Assistance (WRSA)", "First visit? Register for an account. Returning? Log in below.", "Email Address" input field, "Password" input field, "AVAILABLE SCHEDULES" section with radio button options for "Main Campus SRC 2102 Summer 2019", "ATHLETIC PE 120 Summer 2019", and "Speech Studio Summer 2019", a "Check box to stay logged in" option, and a "LOG IN" button. On the right side, there is a section titled "Writing, Reading, Speech Assistance (WRSA) Learning Commons, SRC 2102 | (630) 942-2355" with "June 8 to July 28" and "Monday to Thursday: 8 a.m. to 7 p.m.", "Sunday: 1 p.m. to 4 p.m.", "Friday & Saturday: Closed". Below this is a "PLEASE READ THE FOLLOWING WRSA POLICIES—NON-COMPLIANCE MIGHT DISABLE YOUR ACCOUNT AND BLOCK YOU FROM THE SYSTEM***" section and an "Appointments can be made up to two weeks in advance..." section. A green arrow points to the "LOG IN" button, and a yellow arrow points to the "Email Address" input field.

- 5) Once logged in, the screen will look like this:

Coach	8:00am	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm
Rachel	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied
Stuart	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied
Anna	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied
Jane	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied
Joe	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied
Wendy	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied
Cathy	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied
James	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied
Logan	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied
Anita	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Empty	Occupied	Occupied	Occupied	Occupied
Jessica	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied
WILIA	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied
Andrew	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied

Note: The white squares are empty and can be reserved. Each appointment defaults to 45 minutes, which will fill three, fifteen-minute blocks. You can make appointments on the hour (:00) or half hour (:30), for 45 minutes at a time, by clicking on an empty, white square under your desired time of day. If you would like to make an appointment at 2pm on Monday, for example, choose a coach from the list, and follow the squares over to 2pm. Clicking on the empty, white square will allow you to make an appointment with the coach you have selected.

6) Clicking on a white square will get you to an appointment screen that looks like this:

Create New Appointment

Client
Student, Unregistered

Appointment Date
Tuesday, January 21, 2020: 11:00am to 11:30am

Staff or Resource
Anita (SRC 2102)

APPOINTMENT LIMITS: Appointments must be 45 minutes in length.

Meet Online?

No. Meet **face-to-face** at the center.

Yes. Schedule **Online** appointment.
If you choose an online appointment, log back in to this website approximately five to ten minutes before the start of your appointment. Then, open this appointment and click "Start or Join Online Consultation."

Course
-- please select --

Instructor's last name

Note: The face-to-face option is the default setting for appointments.

6) Fill in the required fields marked with an asterisk (*).

Questions marked with a * are required. Questions marked with **ADMIN ONLY** are only available to and shown to administrators. (As an administrator, you can save an appointment without filling in required fields—except if those required fields are also tagged as administrator-only questions.)

Course * 

— please select —

Instructor's last name *

Type of Appointment *


— please select —

Was this appointment a result of our waiting list feature? *

— please select —

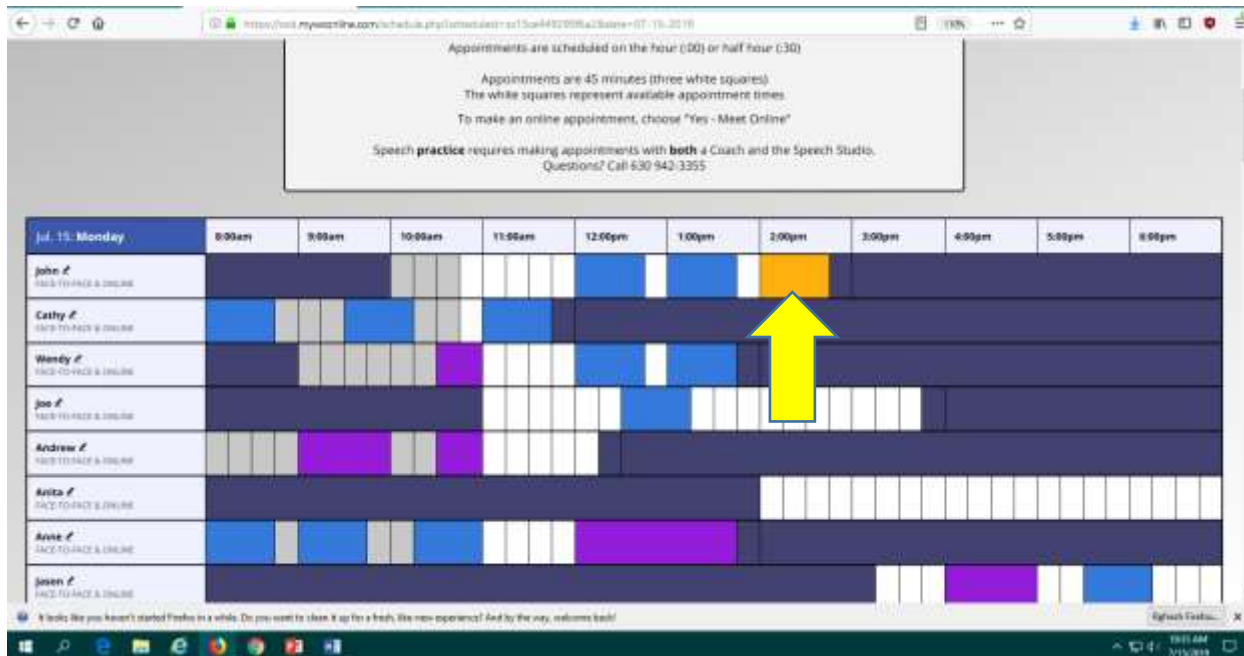
List one or two questions or areas you would like to focus on. (Taking time to think through what you would like to work on helps the coach prepare and focus on what you feel is most important.) *

ADMINISTRATIVE OPTIONS
Walk-In/Drop-In | Missed | Placeholder | Email Client?

 **CREATE APPOINTMENT** **CLOSE WINDOW**

8) At the bottom of the appointment box, click “Create Appointment.”

Note: Once you click “Create Appointment,” your appointment will appear as a gold box on the schedule (see below).



We have three locations to serve you.



You can also set in-person appointments with coaches in TEC 1016B and PE 120.

- 1) Access the system by logging in here.

**College of DuPage
Writing, Reading, Speech
Assistance (WRSA)**

You have successfully logged out of the system.

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

AVAILABLE SCHEDULES

- a. Main Campus SRC 2102 Fall 2019
- Athens PE 120 Fall 2019
- Speech Studio Fall 2019
- West Campus TEC 1016 Fall 2018

Check box to stay logged in:

Having trouble logging in?

Writing, Reading, Speech Assistance (WRSA)
Learning Commons, SRC 2102 | (630) 942-3355

August 18 to December 8:

Monday to Thursday: 8 a.m. to 7 p.m.
Friday: 8 a.m. to 2 p.m.
Saturday: 9 a.m. to 12 p.m.
Sunday: 1 p.m. to 4 p.m.

Learn more about Writing, Reading, Speech Assistance and online speech studio support.

****NOTE - PLEASE READ THE FOLLOWING WRSA POLICIES--NON-COMPLIANCE MIGHT DISABLE YOUR ACCOUNT AND BLOCK YOU FROM THE SYSTEM****

Writing, Reading, Speech Assistance provides academic support to all College of DuPage students. Services are available to currently-enrolled students or students preparing for placement tests. Appointments scheduled for students not enrolled for the current semester are subject to cancellation.

Appointments can be made up to two weeks in advance. If you have to miss an appointment, please cancel in advance by phone or online to open up the appointment for another client; otherwise, the appointment will be marked as missed. If you miss two appointments without canceling in advance (no call, no show), your account will be disabled for the remainder of the semester and appointments will be allowed on a walk-in basis only.

Students who are late, 10 minutes or more, for their appointments will forfeit their time slot to walk-in clients or clients on the waiting list. Please call if you know you will be late (630-942-3355).

If an appointment is not available at a desired time, students may sign up for the waiting list. If an appointment cancels or is marked as no-show, clients on the

- 2) Click on the pulldown at the top of the schedule screen. You can choose either location: PE 120 or TEC 1016B.

The screenshot shows a scheduling interface for the week of January 20 to January 26, 2020. At the top, there is a header with the dates and navigation links for 'PREVIOUS WEEK', 'CURRENT WEEK', and 'NEXT WEEK'. A dropdown menu is open, showing the current selection 'TEC 1016B' and other options: 'SRC 2102', 'Email Coaching', 'PE 120', and 'TEC 1016B' (highlighted in blue). Two yellow arrows point to the dropdown menu and the highlighted option. Below the header, there are two rows of a grid representing a schedule. Each row has columns for time slots: 9:00am, 10:00am, 11:00am, 12:00pm, and 1:00pm. The grid cells are currently empty.

Note: Students are allowed to schedule **one** appointment per day at the PE and TEC locations. The schedules look a little different but function the same. The white squares are empty and can be reserved. Each appointment defaults to 45 minutes, which will fill three, fifteen-minute blocks. You can make appointments on the hour (:00) or half hour (:30), for 45 minutes at a time, by clicking on an empty, white square under your desired time of day.

The screenshot shows the same scheduling interface as above, but with a yellow arrow pointing to a white square in the grid. The dropdown menu is now closed, and the current selection is 'TEC 1016B'. The grid shows the same time slots: 9:00am, 10:00am, 11:00am, 12:00pm, and 1:00pm. The white square is located in the 11:00am slot of the second row.

- 3) Click on a white square and fill in the required (*) fields.

Course *
-- please select --

Instructor's last name *

Type of Appointment *
-- please select --

Was this appointment a result of our waiting list feature? *
-- please select --

What would you like to work on today? (Please be specific) *

ADMINISTRATIVE OPTIONS
Walk-in/Drop-in | Missed | Placeholder | Email Client?

CREATE APPOINTMENT CLOSE WINDOW

- 4) Click **“Create Appointment”** to set your time.

For email coaching, complete the Email Coaching Form. You must have a Google account to submit through this form. The link will take you to your sign-in page. If you are not already signed in to Google, once signed in, you will be taken directly to the form.

Aug 21 Wednesday	12:00pm	1:00pm	2:00pm
Success #			
WAITING LIST: AUGUST 21, 2019			
Aug 22 Thursday	12:00pm	1:00pm	2:00pm
Success #			
WAITING LIST: AUGUST 22, 2019			
Aug 26 Monday	12:00pm	1:00pm	2:00pm
Success #			
WAITING LIST: AUGUST 26, 2019			
Aug 27 Tuesday	12:00pm	1:00pm	2:00pm
Success #			
WAITING LIST: AUGUST 27, 2019			

- 5) Once set, your appointment will appear in gold. Go to PE 120 or TEC 1016B and find your coach.

Please call 630-942-3355 for assistance.