WC Online is the platform utilized by the Global Learning Centre to offer a variety of appointment-based academic and social support programming.

To access WC Online, visit the following link: https://uregina.mywconline.net/

Welcome to WC Online! The login screen shows information about what schedules are available, how to attend your appointment, and other important information.
If you are new to WC Online, click: "Register for an Account"
Once you click on "Register for an Account", a new window will pop open.

Fill in all required fields on the form, then click:
"Complete Registration"
Once your registration is complete, input your username and password and click: "Log in".

**FUN FACT!**
You can select the schedule you want to view by clicking on the radio button next to the service you want to book an appointment for under "Available Schedules".
Have a look at the booking system!

- GLC Staff and volunteers can be seen on the left
- Change the date range
- change the schedule you're viewing
- view you profile
- check out the waiting list feature
## Colour Coded System!

**Dark Blue**
Unavailable Times

**White**
Available Appointments

**Teal**
Booked by other students

**Orange**
Booked by other students

**Grey**
Past Appointment Times

---

### Date: Jan. 20 – Jan. 26, 2021

#### English Coaching (W&I)

<table>
<thead>
<tr>
<th>Jan. 20: Wednesday</th>
<th>7:00am</th>
<th>8:00am</th>
<th>9:00am</th>
<th>10:00am</th>
<th>11:00am</th>
<th>12:00pm</th>
<th>1:00pm</th>
<th>2:00pm</th>
<th>3:00pm</th>
<th>4:00pm</th>
<th>5:00pm</th>
<th>6:00pm</th>
<th>7:00pm</th>
<th>8:00pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Available Appointments</td>
<td>White</td>
<td>White</td>
<td>White</td>
<td>White</td>
<td>White</td>
<td>White</td>
<td>White</td>
<td>White</td>
<td>White</td>
<td>White</td>
<td>White</td>
<td>White</td>
<td>White</td>
<td>White</td>
</tr>
<tr>
<td>Booked by other students</td>
<td>Orange</td>
<td>Orange</td>
<td>Orange</td>
<td>Orange</td>
<td>Orange</td>
<td>Orange</td>
<td>Orange</td>
<td>Orange</td>
<td>Orange</td>
<td>Orange</td>
<td>Orange</td>
<td>Orange</td>
<td>Orange</td>
<td>Orange</td>
</tr>
</tbody>
</table>

#### Jan. 21: Thursday

| Available Appointments | White  | White  | White  | White  | White  | White  | White  | White  | White  | White  | White  | White  | White  | White  |
| Booked by other students | Orange | Orange | Orange | Orange | Orange | Orange | Orange | Orange | Orange | Orange | Orange | Orange | Orange | Orange |

#### Jan. 22: Friday

| Available Appointments | White  | White  | White  | White  | White  | White  | White  | White  | White  | White  | White  | White  | White  | White  |
| Booked by other students | Orange | Orange | Orange | Orange | Orange | Orange | Orange | Orange | Orange | Orange | Orange | Orange | Orange | Orange |
Book your appointment!

- Find an available appointment at a time that works for you
- Click on that appointment block
When you click on an available appointment, a new window will pop up with an appointment form.

**IMPORTANT!**
Make sure that your browser allows for pop ups and check your taskbar to make sure 2 windows are open if the appointment form does not open.

The top portion of the appointment form includes information about the appointment, who your appointment is with, as well as information about meeting online.
The next section requires that you provide some information about yourself and your appointment.

By filling in the required fields, you provide a bit of information to our staff or volunteer about what you would like to work on. This helps them to prepare for your appointment.

Files can also be attached!
If you have an assignment you'd like reviewed, attach it to your appointment for our staff or volunteer to check out.
BOOKING AN APPOINTMENT

Once all of the required fields are filled, click "Create Appointment".
Congratulations! You've successfully booked your appointment!

Take a look at all of the information and confirm any details included. You can edit or cancel your appointment by clicking on the appropriate buttons at the bottom of the screen.

Take Note!

See the change that occurred in your appointment information? Let's have a closer look.
MEET ONLINE? ONLINE
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."

START OR JOIN ONLINE CONSULTATION

This box changed to include the link that you will click when it's time to join your appointment.

WC Online has an integrated video conferencing platform.
Appointments booked through WC Online do not use Zoom.
On the day of your appointment, follow these steps.

1. Login to your WC Online account 5-10 minutes before your appointment.
2. Select the schedule your appointment is under (i.e. English Coaching, Tutoring, etc.)
3. Click on your scheduled appointment (the same way you did to book it)
4. Click "Start or Join Online Consultation"

If you are the first to join your appointment, please be patient as our staff and/or volunteers may be finishing another appointment.
JOIN THE WAITING LIST

DID YOU KNOW?

WC Online has a Waiting List function!

Click on the link to open up the Waiting List feature.

JOIN THE WAITING LIST
If the appointment time that works for you is already booked by another student, you can request to join the Waiting List for that day or time.

Fill out the form according to who you want an appointment with and the time you want and then click "Add to Waiting List".

If an appointment becomes available, you'll receive a notification via email.
Need additional assistance?
Always feel free to reach out to us.

Global Learning Centre
Global.Learning.Centre@uregina.ca | 1.306.585.5082