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 your profile
- Check out the waiting list feature

VIEW THE INTERFACE
### Colour Coded System!

- **Dark Blue**: Available Appointments
- **White**: Booked by other students
- **Teal**: Past Appointment Times
- **Orange**: Booked by other students
- **Grey**: Waiting List Day Appointments

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**Week 1: Jan. 23 - Jan. 26, 2021**

**Available Appointments**

| Day       | 7:30am | 8:00am | 8:30am | 9:00am | 9:30am | 10:00am | 10:30am | 11:00am | 11:30am | 12:00pm | 12:30pm | 1:00pm | 1:30pm | 2:00pm | 2:30pm | 3:00pm | 3:30pm | 4:00pm | 4:30pm | 5:00pm | 5:30pm | 6:00pm | 6:30pm |
|-----------|--------|--------|--------|--------|--------|---------|---------|---------|---------|---------|---------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| Monday    |        |        |        |        |        |         |         |         |         |         |         |        |        |        |        |        |        |        |        |        |        |        |
| Tuesday   |        |        |        |        |        |         |         |         |         |         |         |        |        |        |        |        |        |        |        |        |        |        |
| Wednesday |        |        |        |        |        |         |         |         |         |         |         |        |        |        |        |        |        |        |        |        |        |        |
| Thursday  |        |        |        |        |        |         |         |         |         |         |         |        |        |        |        |        |        |        |        |        |        |        |
| Friday    |        |        |        |        |        |         |         |         |         |         |         |        |        |        |        |        |        |        |        |        |        |        |

**Waiting List** (January 20, 2021)

- Available Appointments
- Booked by other students
- Past Appointment Times

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**University of Regina**

**International**

**VIEW THE INTERFACE**
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.

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**Client**
UR International, GLC (global.learningcentre@uregina.ca)

**Appointment Date**
Thursday, January 21, 2021: 10:30am to 11:00am

**Staff or Resource**
Sophie (English Coaching (Winter 2021))

**APPOINTMENT LIMITS:** Appointments must be 30 minutes in length.

**LOCATION:** WC Online
Sophie is currently working towards a Bachelor of Arts degree, majoring in Anthropology and Justice Studies. She brings to our team a wide range of knowledge about the university system, as well as the English language and is excited to assist and support students!

**Meet Online?**
- 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.”
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.
Once all of the required fields are filled, click "Create Appointment".
Congratulations! You've successfully booked your appointment!

Part 1

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.
Once your appointment has been created, an email will be sent to the staff or volunteer that your appointment is scheduled with.

The staff or volunteer that your appointment is scheduled with will reach out to you directly to set up a Zoom link for your appointment.

*New for Spring/Summer 2021!*

Appointments booked through WC Online are now attended through Zoom!
On the day of your appointment, follow these steps.

1. Make sure you have all of your materials ready that you want to work on.
2. Find the email from the staff or volunteer that your appointment is scheduled with.
3. Look for the Zoom link that the staff or volunteer sent to you.
4. Join your online consultation through Zoom by clicking on the link.

General Notes

If you are the first to join your appointment, please be patient as our staff and/or volunteers may be finishing another appointment. Although it is highly recommended, you do not need to have a Zoom account to attend your appointment.
Remember your Zoom etiquette!

Attend your appointment as you would in an in-person setting or formal classroom.

No pajamas
No attending appointments while driving or at work
Be on time and ready to learn
Be in a quiet space where you can focus
DID YOU KNOW?

WC Online has a Waiting List function!

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