




# DWOC Studio Guide for Graduate Student Appointments

## The DWOC offers two types of support for graduate students

- **Synchronous online or in-person, assistance from the DWOC Director** at our physical location in KHIC. This is helpful for longer appointments and more advanced concerns. Graduate consultations are available year-round.
- **Synchronous online or in-person help from undergraduate consultants** at our physical location in KHIC. Undergraduates can be help with general writing concerns such as organization, grammar and citation in styles commonly used by undergraduates, such as APA or MLA. They can also assist with designing, planning and practicing multimedia presentations. Undergraduate consultants are available during the fall and spring semesters.

## How to an Appointment with the DWOC Director

1. To make an appointment with the DWOC Director, first, [ensure that you are registered with our appointment software, WOnline](#).
2. Next, **send an email** with the following information to [dwocs@mountunion.edu](mailto:dwocs@mountunion.edu):
  - a. A description of what you would like to work on
  - b. Whether you would like to meet in person or online
  - c. A time and a date when you would like to meet to director for an appointment
3. Once the DWOC Director has confirmed the time and date of your meeting, you will receive a notice from WOnline that you have an appointment.
4. After the DWOC Director has confirmed your appointment, you may [log in to our appointment software](#) and find your appointment **If you have made an in-person appointment, it will be highlighted in yellow. If you have made an online appointment, it will be highlighted in red on the “Graduate Consultant” line.**

Nov. 12: THURSDAY	9:00am	10:00am	11:00am	1
Consultant 1  Face-to-face or online				
Consultant 2  Face-to-face or online				
Graduate Consultant  Online appts. only				

Online Appointment with Director

## Synchronous Online Consultations

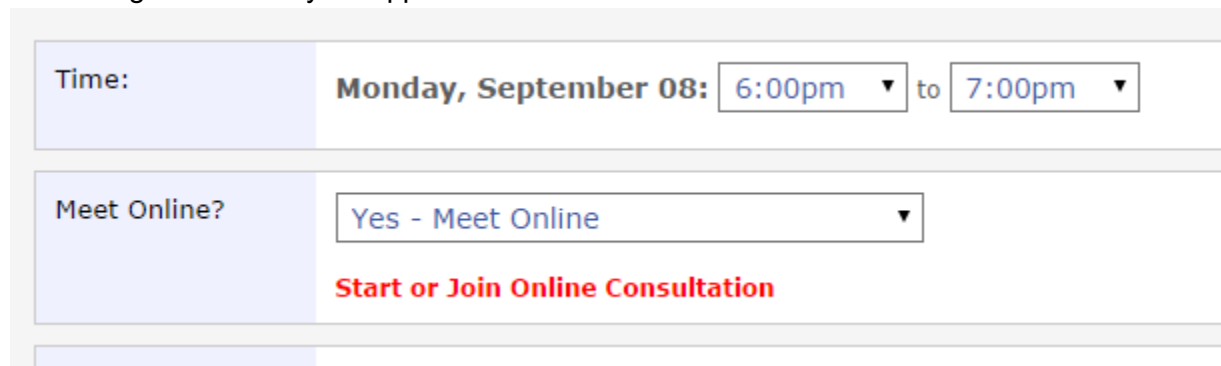
Online appointments are synchronous, meaning that **you have to be present during your appointment** in order to receive help. You can choose to communicate using a webcam and microphone and/or a chat box. To make the most of your time, we ask that you import the text of your project prior your appointment. See below for instructions.

### Using a Webcam and Microphone

If you want to use your webcam and internal or external microphone to communicate with your consultant, it is a good idea to ensure both are working properly before your consultation. If you do not have a webcam and microphone, don't worry—you can use the embedded chat box to communicate with your consultant.

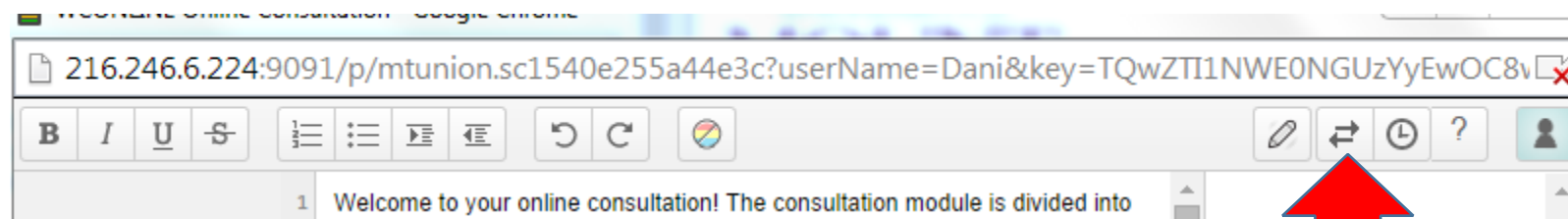
## Join an appointment and import the text of your project

- 1) At any time before your appointment, you can import the text of your project. Go to the DWOC Studio website, click on "Appointments" and log in. Click on your appointment and click **"Start or Join Online Consultation."**



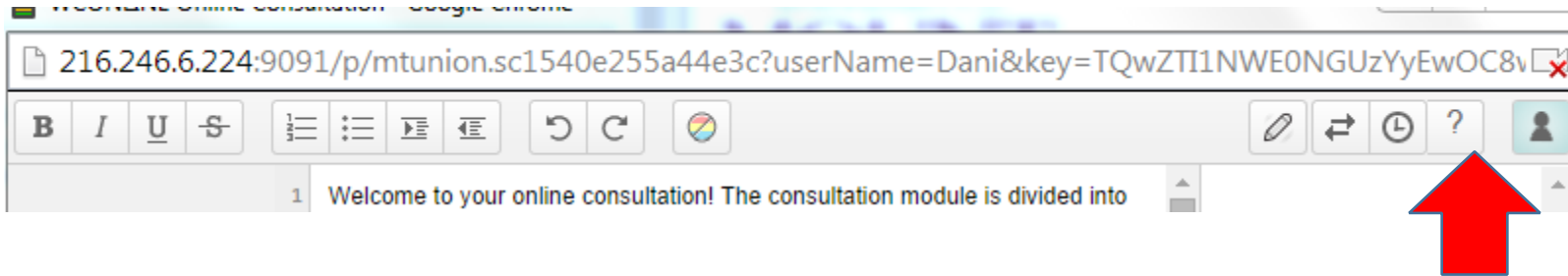
The screenshot shows a form with two main sections. The first section is labeled "Time:" and shows "Monday, September 08:" followed by two dropdown menus for time selection, currently set to "6:00pm" and "7:00pm". The second section is labeled "Meet Online?" and has a dropdown menu set to "Yes - Meet Online". Below this section is a red button labeled "Start or Join Online Consultation".

- 2) The online consultation interface will pop up. You will notice a toolbar at the top of the screen. To import the text of your project, click the horizontal arrow buttons below. You can import text from the following file formats: doc, .docx, .rtf, and .txt. When you import, you will see the text of your project appear in the main box. Alternatively, you can copy and paste your text into the workspace.



## More Help with Online Consultations

For more information on online interface, [click the ? on the toolbar](#).




## Canceling an appointment with the DWOC Director

If you need to cancel an appointment, contact the DWOC Director at [dwoes@mountunion.edu](mailto:dwoes@mountunion.edu). **Do NOT cancel online.**

## How to Make an Online or Face-to-Face Appointment with Undergraduate Consultants

1. To make an appointment with an undergraduate consultant, go to the DWOC Studio [homepage](#), click **“Make an Appointment.”** Next, click **Register**, if you have never used our appointment software before.
2. Next, log in and click any of the available white spaces on the weekly schedule.

Sep. 9: TUESDAY	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm	7:00pm	8:00pm
Consultant 1												
Consultant 2 Face-to-face or online												

A red arrow points to a white space in the schedule table, specifically in the 2:00pm slot for Consultant 2.

3. Decide if you want an online or face-to-face appointment and **save your appointment**.

## Canceling an appointment with undergraduate consultants

If you need to cancel an appointment, please do so as soon as possible so that someone else can have your old appointment time.

1. Log in to WCOOnline from the [DWOC Studio webpage](#) by clicking on "Make an Appointment."
2. Find your appointment which will appear yellow.

Sep. 8: MONDAY	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm	7:00pm
Consultant 1											
Consultant 2 Face-to-face or online											

3. Click on your appointment and scroll to the bottom of the appointment form. Click "Cancel this Appointment."