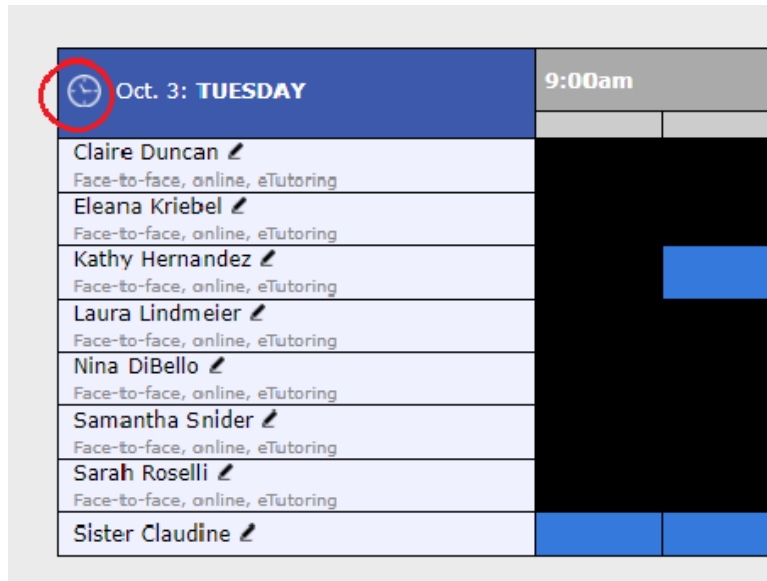


## How to Join the Writing Center Waitlist

Is the time or tutor you wanted full? Putting yourself on the waitlist will alert you of any cancellations or openings on the schedule so you can schedule your appointment at the ideal time!

1. Log onto [immaculata.mywconline.com](http://immaculata.mywconline.com) with your previously set email and password.
2. On the desired day, click the little clock in the upper left hand corner of the schedule's day:



3. A separate window will appear:

### Join the Waiting List: Tuesday, October 3, 2017

The waiting list allows you to be notified of an opening in the schedule. Once you've signed up for the waiting list, you'll receive notice when an appointment opens and then can log in to reserve that newly opened appointment. To join the waiting list, simply fill out the form below.

Specific staff or resources only?

At specific times only?

**You have elected to receive waiting list notifications via text message.** If you would like to change your mobile number or have waiting list messages sent via email, update your profile using the option at the top of the Welcome menu.

[Manage Waiting List](#)

From here, you will be able to choose which, if any, staff member you'd like to work with, and which times you are interested in. You can receive notifications of openings via email or text. Notification medium is adjustable through updating your profile.

*Please contact the Writing Center with any questions!*