Student Instructions for Using WC Online

1. To get started, please click on the following link: https://pepperdine.mywconline.com.

2. One time only: Register on the system by including your **"full" Pepperdine email address: firstname.lastname@pepperdine.edu.**

3. You will receive a confirmation email in your Pepperdine account, so please go to your email and click on the confirmation link. (Note: Please allow 10 minutes.)

4. Once you have clicked on the confirmation link, you can now log in to WC Online. **Be sure to select a schedule when you log on: Paper Submissions or Tutoring.**

5. For either of these choices, you will be brought to a schedule to make an appointment. Click on an available (white) space. **For all paper submissions, please note that although you are asked to select an appointment date/time, you are not actually making an appointment; you are selecting a reviewer to provide written feedback on your paper. "Online tutoring" refers to written feedback without tutoring.**

6. Once you have selected an available slot, you will be prompted to complete an application form. Be sure to answer all required questions. The text messaging option is for appointment reminders only.

7. You will now be prompted to attach a paper. Click "Yes" and "browse" and upload your paper and any other documents (e.g., grading rubric, instructions for paper, syllabus) that you would like your reviewer or tutor to access. **(Please note that for all paper submissions, papers must be uploaded at the time the "appointment" is scheduled.) You can also click on the yellow folder icon at the top, left side of the screen to upload papers.**

8. For tutoring appointments, we encourage you to upload all relevant documents, including your paper, but if the purpose of your appointment is to discuss writing strategies for an upcoming paper, you are not required to submit a draft. Please do, however, include the written instructions for the assignment.

9. After you have successfully submitted a paper or scheduled a tutoring session, your appointment will be confirmed with an email.

10. Once your paper is reviewed, you will receive a notification.

11. Log onto WC Online, click on your scheduled appointment slot, and your appointment form will open.

12. Scroll to the bottom of the form and you will find your reviewed paper. Please do not hesitate to contact your reviewer if you have further questions about your paper.

13. If you have questions or problems with submitting a paper or scheduling a tutoring session, please email us at gsep.writingsupport@pepperdine.edu and we will be happy to assist you.