Submitting a Paper or Scheduling Writing Tutoring

1. To get started, please go to the Writing Support Web page:
   http://community.pepperdine.edu/gsep/writing-support/

2. Click on the orange "**My WC Online**" bar on the left. One time only: Click "Register" and complete the required information, including your **full** Pepperdine e-mail address: firstname.lastname@pepperdine.edu.

3. You can now log onto My WC Online. **Be sure to select a schedule when you log on: Paper Submissions or Tutoring.**

4. 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.**

5. Once you have selected an available slot, you will be prompted to complete an application form. Be sure to answer all required questions and provide adequate information about your assignment. We encourage you to use the text messaging system and include your mobile number. Doing so will enable you to receive text messages from the system.

6. After successfully booking the appointment, you will be prompted immediately to attach your 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. Paper submissions without attached papers will be canceled.) If you missed the prompt to upload your paper, please click on the yellow folder icon at the top left of the screen and upload your paper there.**

7. **For tutoring appointments, please note on which campus your tutor is located.** 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.**

8. After you have successfully submitted a paper or scheduled a tutoring session, your appointment will be confirmed with a text message or email. **Be sure to check your Pepperdine email regularly to receive notifications, reminders, and feedback.**

9. Once your paper is reviewed, you will receive a notification as well as your attached paper with feedback.

10. Please let us know immediately if you did not receive your reviewed paper: gsep.writingsupport@pepperdine.edu