



### Submitting a Paper or Scheduling a Writing Consultation

1. To get started, please go to the Writing Support Web page:  
<http://community.pepperdine.edu/gsep/writing-support/>
2. Log on to My WC Online: Click the "My WC Online" link.
  - a. For the first time only: Click "Register" and complete the required information, including your full Pepperdine e-mail address:  
[firstname.lastname@pepperdine.edu](mailto:firstname.lastname@pepperdine.edu). Create and save your new password only once unless otherwise prompted. You can now log onto My WC Online. We recommend bookmarking this page.
3. Select a Schedule: Choose Written Feedback or Writing Consultations.
4. Choose a Space: You will then be brought to a schedule on which to make an appointment. Click on an available (white) space.
5. Fill out the Online Form: Once you have selected an available slot, you will be prompted to complete an electronic form. Be sure to answer all required questions and provide adequate information about your assignment.
6. Attach a Paper: At the bottom of the electronic form, you must attach your paper by clicking "browse" and uploading your paper and any other documents (e.g., grading rubric, instructions for paper, syllabus) that you would like your reviewer or tutor to access.
  - a. For Written Feedback: For all written feedback requests, please note that you are not actually making an appointment; you are selecting a placeholder in which to upload your paper. (Please note that for all paper submissions, papers must be uploaded at the time the placeholder/slot is reserved. Written feedback slots without attached papers will be canceled.)
  - b. For Tutoring Appointments: Please note if your appointment is virtual only, or if the consultant is available to meet in-person, and on which campus. 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.
7. Receive an Automated Email: After you have successfully submitted a paper or scheduled a tutoring session, your appointment will be confirmed by email. Be sure to check your Pepperdine email regularly to receive notifications, reminders, and feedback.
8. For all virtual appointments, you will receive a Zoom link from your writing consultant.
9. For written feedback: Once your paper is reviewed, you will receive an email notification from GSEP Writing Support that includes your attached paper with feedback.
10. Please let us know immediately if you did not receive your reviewed paper. Please note that if you chose written feedback, you will receive your paper 1-2 days after the date of the appointment. If this time has already passed, please get in touch at:  
[gsep.writingsupport@pepperdine.edu](mailto:gsep.writingsupport@pepperdine.edu)