Joining the Research & Writing Center Waiting List

You can join the waiting list if you would like to schedule an appointment at the RWC but no appointments are available at your desired time. Once you are on the waiting list, you will be notified if an appointment becomes available. You can then log in and sign up for the available appointment. Follow the instructions below to join the waiting list.

Joining the Waiting List from the Standard View

(If you want to join the waiting list from the calendar view, click [here].)

Step 1: Fill out the “Find an Appointment” box and click “Find Appointments.”
Tip: Make sure to select the type of consultation you would like from the “Consultation” drop-down menu so it pulls up only those types of consultations.
Step 2: If none of the available appointments work for you, click the “Waiting List” button at the top right of the screen.

Step 3: The waiting list form will appear. Select the type of consultation you would like from the “Limit to a specific focus?” drop-down menu. This will ensure you get added to the waiting list for the right type of consultation. Fill out the rest of the form with any preferences for your appointment. Then click “Join Waiting List.”

Tip: If you would like to receive text notifications, complete the “Text Messaging Options” section of your profile. (Note that this will make you start process of joining the waiting list over again.)
Step 4: The following message will appear. If an appointment becomes available, you will be notified by email and/or text message, depending on your account preferences. You can then log in and sign up for the available appointment.

Winter 2023 RWC Schedule
January 9 to April 19, 2023

You have been added to the waiting list for Thursday, January 19, 2023. You'll receive a notice once an appointment becomes available.
Joining the Waiting List from the Calendar View

Step 1: Scroll down to the bottom right-hand corner of the calendar for the day you would like to join the waiting list and click “Waiting List.”

Step 2: The waiting list form will appear. Select the type of consultation you would like from the “Limit to a specific focus?” drop-down menu. This will ensure you get added to the waiting list for the right type of consultation. Fill out the form with any other preferences for your appointment. Then click “Join Waiting List.”

Tip: If you would like to receive text notifications, make sure to complete the “Text Messaging Options” section of your profile. (Note that this will make you start the process of joining the waiting list over again.)
Step 3: The following message will appear. If an appointment becomes available, you will be notified by email and/or text message, depending on your account preferences. You can then log in and sign up for the available appointment.