

Joining the Research & Writing Center Waiting List

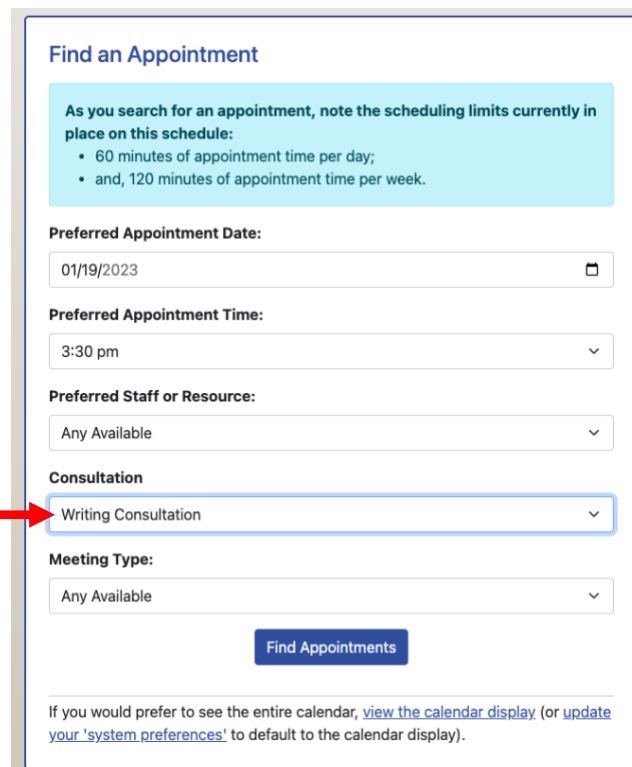
You can join the waiting list if you would like to schedule an appointment at the RWC but no appointments are available at your desired time. Once you are on the waiting list, you will be notified if an appointment becomes available. You can then log in and sign up for the available appointment. Follow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



Find an Appointment

As you search for an appointment, note the scheduling limits currently in place on this schedule:

- 60 minutes of appointment time per day;
- and, 120 minutes of appointment time per week.

Preferred Appointment Date:
01/19/2023

Preferred Appointment Time:
3:30 pm

Preferred Staff or Resource:
Any Available

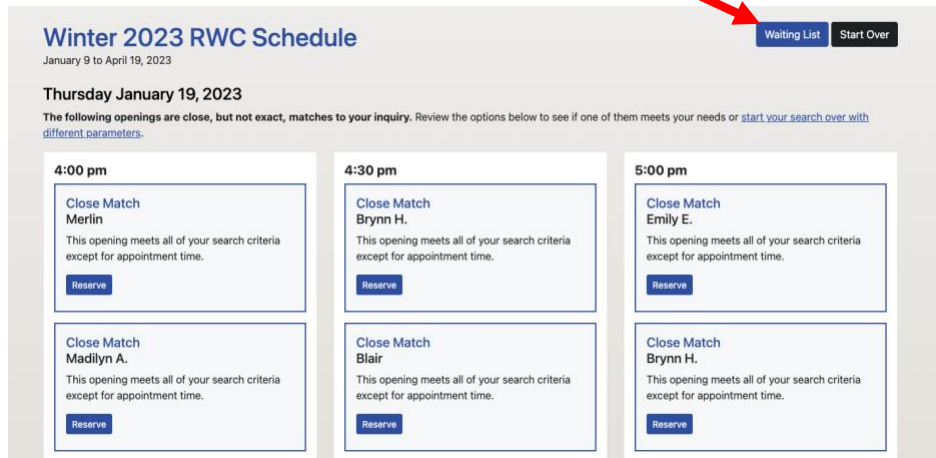
Consultation
Writing Consultation

Meeting Type:
Any Available

Find Appointments

If you would prefer to see the entire calendar, [view the calendar display](#) (or [update your 'system preferences'](#) to default to the calendar display).

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.)

WAITING LIST: JANUARY 19 ✕

The waiting list allows you to be notified of an opening in the schedule for appointments on Thursday, January 19, 2023. To join the list, fill out the form below.

Notifications can be sent via text message or email. To receive texts, ensure that you've completed the 'Text Messaging Options' section of [your profile](#).

Limit to a specific staff or resource?
Any Available ▾

Limit to a specific focus?
Any Available ▾

Limit to a specific time range?
Any Starting Time ▾
Any Ending Time ▾

Join Waiting List **Close Window**

Want to join the waiting list for a different day? First, [search for available appointments](#) on that day.

WAITING LIST: JANUARY 19 ✕

The waiting list allows you to be notified of an opening in the schedule for appointments on Thursday, January 19, 2023. To join the list, fill out the form below.

Notifications can be sent via text message or email. To receive texts, ensure that you've completed the 'Text Messaging Options' section of [your profile](#).

Limit to a specific staff or resource?
Any Available ▾

Limit to a specific focus? ▾
✓ Any Available
Research Consultation
Writing Consultation
Writing Consultation for Graduate Students

Any Ending Time ▾

Join Waiting List **Close Window**

Want to join the waiting list for a different day? First, [search for available appointments](#) on that day.

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.

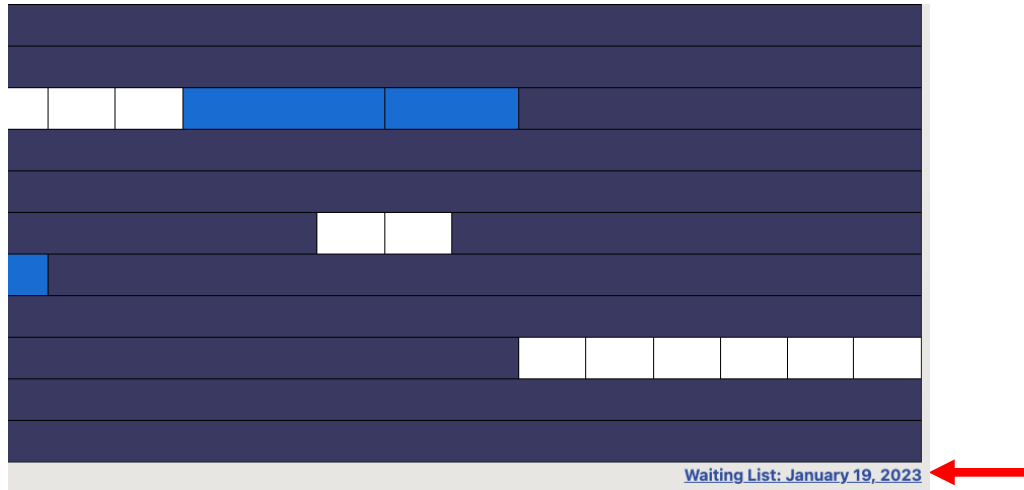
Winter 2023 RWC Schedule

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.)

Waiting List: Jan. 19

The waiting list allows you to be notified of an opening in the schedule for appointments on Thursday, January 19, 2023. To join the list, fill out the form below.

Notifications can be sent via text message or email. To receive texts, ensure that you've completed the 'Text Messaging Options' section of [your profile](#).

Limit to a specific staff or resource?
Any Available

Limit to a specific focus?
Any Available

Limit to a specific time range?
Any Starting Time
Any Ending Time

Join Waiting List Close Window

Waiting List: Jan. 19

The waiting list allows you to be notified of an opening in the schedule for appointments on Thursday, January 19, 2023. To join the list, fill out the form below.

Notifications can be sent via text message or email. To receive texts, ensure that you've completed the 'Text Messaging Options' section of [your profile](#).

Limit to a specific staff or resource?
Any Available

Limit to a specific focus?
Any Available
Research Consultation
Writing Consultation
Writing Consultation for Graduate Students


Any Ending Time

Join Waiting List Close Window

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.

Winter 2023 RWC Schedule

January 19 - 25, 2023

[Previous Week](#) | [Current Week](#) | [Next Week](#) | 

You have been added to the waiting list as requested. You'll receive a notice once an appointment becomes available.