

THE WRITING CENTER

CAS Building, Room 133

My WC Online Log In

Username: _____@student.wallace.edu

Password: _____

Checklist

Date

1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

Hours

Mon & Tues: 9:00 am-8:00 pm

Wed & Thurs: 9:00 am-5:00 pm

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Wait, how do I . . . ?

Make an Account

- Go to www.wallace.mywconline.com and select Wallace or Sparks in the “Choose a Schedule” box.
- Click on the “Click here to register” link.
- Use your Wallace email address (first initial, full last name, and last four of your social security number @student.wallace.edu), and choose a password you will remember to fill out the form.
- Make sure you complete each field with an asterisk (*) next to it.
- When you have completed the form, click “register.”

Make an Appointment

- Once you are registered, log in using your Wallace email and your new password.
- Make sure you are logged on to the correct campus, Wallace or Sparks.
- Choose the date and time you would like to be tutored.
- Schedule an appointment with the tutor of your choice by clicking on a blank (white) space on the row of that tutor’s name.
- Set your appointment for your desired length: 30 minutes, 45 minutes, or 1 hour.
- Click on the box next to “Meet Online?” to choose whether you would like to meet in Person or Online.
- Click on the boxes and select your course name, course number, and instructor name. Also make sure you include what you would like to work on today, such as “descriptive essay” or “brainstorm ideas.”
- Finally, click “Save Appointment.” You are all set!

Submit WC Writing Reflection

- Visit The Writing Center for our Writing Tips handout, read it, and answer 1 of the 3 questions at the end of the handout.
- Your answer should be at least 200 words. Include your instructor’s name in the heading.
- Go to www.wallace.mywconline.com, sign in with your student email and password from orientation.
- Check the “Choose a Schedule” to make sure you log on to the correct campus, Wallace or Sparks.
- Go to the “WC Writing Reflection SUBMISSION” row. Click on a white box to submit your response.
- Enter your course name, number, instructor name, and type “WC Writing Reflection SUBMISSION” in the “What would like to work on today” box.
- Do NOT copy and paste your response in the appointment box; your response must be an attachment. Click on “Save Appointment,” and a pop-up screen will appear. Click “Attach a File,” and upload your document. You are all set!