

Click cod.mywconline.com to schedule email coaching.

Using WRSA's Email Coaching is easy. Just follow the prompts:

- 1) Click [www.cod.mywconline.com](https://cod.mywconline.com) to register and create an email coaching appointment.
- 2) If you have not already done so, click **"Register for an account"** and fill in the required fields on the next screen. (You will need to use your COD email address and create a password of your choice, 10 characters or more.)

College of DuPage
Writing, Reading, Speech Assistance (WRSA)

First visit? Register for an account.
Returning? Log in below.

Email Address

Password

AVAILABLE SCHEDULES

a. Main Campus SRC 2102 Summer 2019

Athletics PE 120 Summer 2019

Speech Studio Summer 2019

Check box to stay logged in:

LOG IN

Writing, Reading, Speech Assistance (WRSA)
Learning Commons, SRC 2102 | (630) 942-3355

June 3 to July 28:

Monday to Thursday: 8 a.m. to 7 p.m.
Sunday: 1 p.m. to 4 p.m.
Friday & Saturday: Closed

Learn more about Writing, Reading, Speech Assistance and online speech studio support.

****NOTE - PLEASE READ THE FOLLOWING WRSA POLICIES—NON-COMPLIANCE MIGHT DISABLE YOUR ACCOUNT AND BLOCK YOU FROM THE SYSTEM****

Appointments can be made up to two weeks in advance. If you have to miss an appointment, please cancel in advance by phone or online to open up the appointment for another client; otherwise, the appointment will be marked as missed. If you miss two appointments without cancelling in advance (no call, no show), your account will be disabled for the remainder of the semester and appointments will be allowed on a walk-in basis only.

Students who are late, 10 minutes or more, for their appointments will forfeit their time slot to walk-in clients or clients on the waiting list. Please call if you know you will be late (630-942-3355).

If an appointment is not available at a desired time, students may sign up for the waiting list. If an appointment cancels or is marked as missed, clients on the waiting list will be notified via text or email that a time slot has opened up. The

3) Click “Complete Registration” at the bottom of the page.

https://cod.mywconline.com/register.php

PASSWORD
 Password *
 Ten Characters Minimum
 Re-enter Password *

EMAIL PREFERENCES
 Send me an email when my appointments are made, modified or canceled: YES or NO
 Send me an email with center announcements or other mass mailings: YES or NO
 Send me an email to remind me of my upcoming appointments: YES or NO
 Include iCal links with appointment confirmation messages? YES or NO

TEXT MESSAGING PREFERENCES
 You have the option of receiving appointment reminders and waiting list “appointment available” notices via text message instead of via email. If you would prefer to receive text message notices, enter your ten-digit mobile phone number and select your carrier below. **Depending on your mobile carrier and plan, you may incur charges for receiving text messages. By entering your number below, you agree to be responsible for those charges.**

Mobile Number
 Ten Digits, Numbers Only
 Mobile Carrier:
 -- please select --

COMPLETE REGISTRATION **CANCEL**

It looks like you haven't started Firefox in a while. Do you want to clean it up for a fresh, like-new experience? And by the way, welcome back!

Refresh Firefox... X

11:52 AM 7/11/2019

4) Log in to the system using your COD email address and password.

https://cod.mywconline.com

**College of DuPage
 Writing, Reading, Speech Assistance (WRSA)**

First visit? Register for an account.
 Returning? Log in below.

Email Address
 Password

LOG IN

AVAILABLE SCHEDULES

a. Main Campus SRC 2102 Summer 2019
 Athletics PE 120 Summer 2019
 Speech Studio Summer 2019

Check box to **stay logged in:**

Having trouble logging in?
 Reset your password.

Receiving unwanted text messages?
 Remove your mobile number.

Writing, Reading, Speech Assistance (WRSA)
 Learning Commons, SRC 2102 | (630) 942-3355
June 3 to July 28:
 Monday to Thursday: 8 a.m. to 7 p.m.
 Sunday: 1 p.m. to 4 p.m.
 Friday & Saturday: Closed

... about Writing, Reading, Speech Assistance and online speech studio support.

PLEASE READ THE FOLLOWING WRSA POLICIES—NON-COMPLIANCE MIGHT DISABLE YOUR ACCOUNT AND BLOCK YOU FROM THE SYSTEM****

Appointments can be made up to two weeks in advance. If you have to miss an appointment, please cancel in advance by phone or online to open up the appointment for another client; otherwise, the appointment will be marked as missed. If you miss two appointments without cancelling in advance (“no call, no show”), your account will be disabled for the remainder of the semester and appointments will be allowed on a walk-in basis only.

Students who are late, 10 minutes or more, for their appointments will forfeit their time slot to walk-in clients or clients on the waiting list. Please call if you know you will be late (630-942-3355).

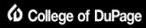
If an appointment is not available at a desired time, students may sign up for the waiting list. If an appointment cancels or is marked as missed, clients on the waiting list will be notified via text or email that a time slot has opened up. The notified client must then log on to cod.mywconline.com and schedule the appointment. If the appointment slot is already filled, someone else also received the wait list message and has already scheduled an appointment. Appointments are scheduled on a first come, first served basis.

It looks like you haven't started Firefox in a while. Do you want to clean it up for a fresh, like-new experience? And by the way, welcome back!

Refresh Firefox... X

11:58 AM 7/11/2019

- 5) Once logged in, you can activate a menu by clicking here. Choose the "Email Coaching" schedule.



December 10 - December 12, 2019		SRC 2102									
CURRENT WEEK		SRC 2102		Email Coaching		PEC 120		Speech Studio (SRC 2102)		TEC 1016B	
9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm				

- 6) Scroll down to use the daily schedule. Students are allowed up to three writing appointments (face-to-face, online, email) total each week—one submission per day.

Appointments are scheduled on the hour (:00). The white squares represent available appointment times (dark blue indicates no available coaches.)

Dec. 4: Wednesday	8:00am	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm
Email Coach 1  ETUTORING ONLY											
Dec. 5: Thursday	8:00am	9:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm	
Email Coach 1  ETUTORING ONLY											
Dec. 6: Friday	8:00am	9:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm	
Email Coach 1  ETUTORING ONLY											

- 7) Choose a square at the top of the hour to reserve your email appointment (see image below). If it is past the top of the hour, the system will not allow you to create an appointment within that hour—you will need to select a later hour to create the appointment. Coaches will respond to papers in the order that they are received.
- **Please note:** If your class is participating in a **full class upload**, locate the line(s) with your instructor's name and course (see image below). Select any open hour within the designated lines to submit your paper. If there are no appointment slots left in your instructor's line(s), check for available hours on the next day's schedule.

Dec. 4: Wednesday	8:00am	9:00am	10:00am	11:00am	12:00pm	1:00pm
Email Coach 1  ETUTORING ONLY						
Lisa Higgins Eng 1102 Class  ETUTORING ONLY						
Lisa Higgins Eng 1102 Class  ETUTORING ONLY						

- 8) Complete the fields marked with asterisks. Please take time to respond to the questions about your draft, so coaches know where to focus their attention first. As you scroll and complete the required fields, you will see the area to attach documents.

Where are you in your process of completing this assignment? (check all that apply) *

- This is a first draft
- This is half-way done
- This is close to being done
- This is a final draft

 This schedule supports file attachments. To attach a file to this appointment, use the options below. File attachments must be 1MB or less and in one of the following formats: .doc, .docx, .numbers, .odt, .pages, .pdf, .rtf, .txt, .wpd, .wps, .xls, or .xlsx.

File #1	Document Title
<input type="button" value="Choose File"/> No fil...hosen	<input type="text"/>
<input type="button" value="Choose File"/> No fil...hosen	<input type="text"/>
<input type="button" value="Choose File"/> No fil...hosen	<input type="text"/>

- 9) You can upload your paper or speech outline here and/or your assignment sheet/rubric. It is important to include the assignment details, so coaches understand your goals for your writing. To attach a file to this appointment, use the options below. File attachments must be 1MB or less and in one of the following formats: .doc and/or .docx.
- 10) After you upload your files, click the "Create Appointment" button. If created successfully, a yellow box will populate in that appointment time and you will receive a confirmation email.
- 11) Once these steps are completed, a coach will read your draft and send response to the email listed on your account. **For further information on how we coach, click here:** https://www.cod.edu/academics/learning_commons/writing/pdf/facts_for_students_email_aching.pdf

****Please note****

Coaches will read up to 5 pages of your draft and will respond within 24 weekday hours. If your draft is longer, and you wish to review more of the document, it is recommended you make an appointment to meet with a coach in a traditional face-to-face or online appointment. By submitting your draft, you acknowledge that your work is your original thinking. If we are uncertain, we will explain plagiarism and provide resources to help you understand and learn how to avoid it. **Please call 630-942-3355 for assistance. We look forward to reading and responding to your drafts!**