Science Enrichment Center Online Session Registration Directions

(Adapted from the Writing Center's "Online Starter Kit")

1) Register to reserve sessions through the registration link on the WCOnline log in page

https://wpunj.mywconline.com/

(Tip: It's a good idea to check all the email boxes as "Yes," so you get all of our reminders.)

2) Once you are registered, return to the WCOnline login page and sign in with your WPU email and password and select the Center.

3) Alternatively, after you log in, go to the Science Enrichment Center Schedule in the drop down (next to the week's date) and reserve an appointment. If you want to narrow your search to a course, go to the drop down menu next to "Limit to" and select your course.

4) Each mentor is listed separately and color-coded. Purple/Dark Blue means closed/off-duty. Blue and red is booked. White is available.

5). Choose a mentor and click on a white (available) time slot for them. If the group is full, you can can start a new group or go on the waiting list if it is enabled. (We'll try to find something that works for you if there is a large demand.)

6). A reservation box will open up.

You can read the short bio for your mentor to see if they are a good fit for you.

7). If you would like the mentor to see content for your assignment, attach it to your appointment. Then check "Yes - Schedule an Online Appointment" or "No, Meet face-toface at the center" if that option is available.

Fill in the rest of the information and click "Save Appointment" to confirm your appointment. Once you are booked, your session box should change color to red.

8). At least Five minutes before your session starts, click back into it and go to the link, located in the mentor's box. This link will either go to Blackboard Collaborate or Zoom. DO NOT GO TO THE START OR JOIN LINK IN THE SECOND BOX. Have your assignment ready.

9). If a conflict develops and you can't meet— please cancel online at least two hours ahead of time. (If you "no show" for a session, it adversely affects other students and you may lose access to the system.)

Now, your session will begin!

Note: It is highly recommended that you use your microphone and camera to enable an active discussion with your mentor.

Edited 7/6/20