

UCCS Excel Communication Center

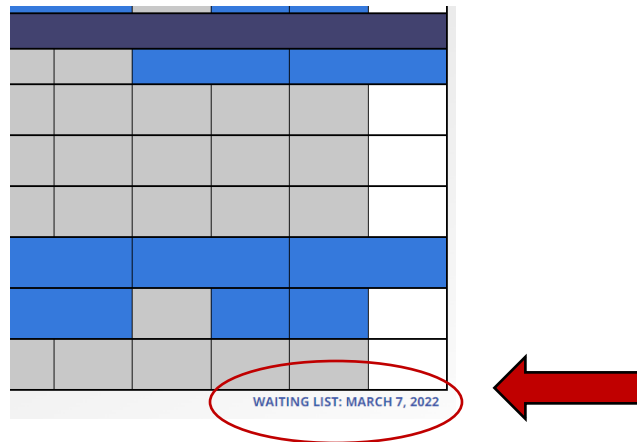
How to Join the Waitlist

If you need a 30-minute, but all the open spots are taken, please join our 30-minute waitlist by clicking on the lower right side of the appointment screen.

If you need a 60-minute appointment and all 60-minute spots (white blocks directly next to each other) are taken, email Comm Center Director, Vickie McCoy, at vmccoy@uccs.edu. In your email, please include the type of appointment needed, your class name and number, instructor name, and dates and times that will work for you. No promises, but we will do our very best to open an appointment for you!

How to Join the 30-Minute Waitlist:

1. Sign in to <https://uccs.mywconline.net/> with your username and password. Make sure to read the information on the right side as this is very pertinent information regarding Center appointments and policies.
2. Once signed in, go to the specific date that you would like to join the waitlist. Click on the bottom right link titled "Waiting List: MM DD, YYYY".



3. A pop up box will appear, fill out your student email, for greater effectiveness do not specify a specific tutor or time.

A screenshot of a web form titled "WAITING LIST" with a close button (x) in the top right corner. The form contains the following text and fields:

The waiting list allows clients to be notified of an opening in the schedule for appointments on March 7, 2022. As an administrator, you can see who is on the waiting list and add or remove a client from the waiting list using the options below. Additionally, as a full administrator, you can view all waiting list entries via the [Master Listings Report](#).

Waiting list notifications can be sent via text message or email. For clients to receive waiting list notifications via text message, they have to opt in by entering their text messaging preferences within their profile.

ADD A CLIENT TO THE WAITING LIST

CLIENT (Enter 3+ characters of name or email.)

Limit to a specific staff or resource?
No. Notify client of any opening.

Limit based on starting time? Limit based on ending time?
No. No.

ADD TO WAITING LIST

WAITING LIST: MARCH 7, 2022

Three red arrows on the left point to the "CLIENT" input field, the "Limit to a specific staff or resource?" dropdown menu, and the "Limit based on starting time?" dropdown menu. A red arrow on the right points to the "ADD TO WAITING LIST" button.

4. To **remove** yourself from the waitlist, go back through steps 1-2 and click the "x" next to your name to be removed.