

UCCS Excel Communication Center

How to Schedule a Comm Center Tutoring Appointment

The UCCS Excel Communication Center online scheduler is located at <https://uccs.mywconline.net>.

If you do not have a profile with the Excel Communication Center, you will need to make one. BEFORE SIGNING IN, please take a minute to carefully read the information on the right side of the sign-in screen.

FIRST: For 30-minute appointments...select a single white block, click on it and a pop-up box will open.

For 60-minute appointments find **two white blocks next to each other**, click on the **first** of the two white blocks and a pop-up box will open.

SECOND: For 60-minute appointments use the drop-down to change the appointment **end time** to 60-minutes. For 30-minute appointments no change is needed.

THIRD: Continue inputting all information (course, instructor, service needed, & comments)

FOURTH: If any documents are required for your appointment upload them here.

Click the blue **“Create Appointment”** button at the bottom. You will receive an appointment confirmation email – read it carefully.

Upon successful completion of scheduling an appointment you will receive a confirmation email. **Please read it** 😊

Create New Appointment

Client
cec, cec (cec@uccs.edu)

To select a different client, begin typing a name or email above and then select from the resulting list.

Appointment Date
Wednesday, September 18, 2019: 3:00pm to 3:30pm

Staff or Resource
Nash (Fall 2019)

APPOINTMENT LIMITS: Appointments must be between 30 minutes and 1 hour in length.

Questions marked with a * are required. Questions marked with ADMIN ONLY are only available to and shown to administrators. (As an administrator, you can save an appointment without filling in required fields - except if those required fields are also tagged as administrator-only questions.)

Course *
COMM 2010 (Oral Comm in the Workplace)

PUBLIC SPEAKING STUDENTS ONLY Choose by: Section Number/Day/Recitation Instructor
-- please select --

Instructor *
Connie Blackmann

Service Needed: 30-minutes (default setting) OR 60-minutes (please change appointment end time) *
In-Center Mock Interview (change end time to 1 hour)

Useful Comments For Your Tutor

This schedule supports file attachments. To attach a file to this appointment, use the options below. If making a repeating appointment, files will only be attached to the first (this) appointment. 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
Choose File No fil...hosen Document Title Notify Client? No

File #2
Choose File No fil...hosen Document Title Notify Client? No

File #3
Choose File No fil...hosen Document Title Notify Client? No

ADMINISTRATIVE OPTIONS
Walk-in/Drop-in Missed Placeholder Email Client?

CREATE APPOINTMENT CLOSE WINDOW