

UCCS Excel Communication Center

How to Schedule an Interpersonal Communication 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: Select a 30-minute block of time (two white blocks next to each other on the same day with the same tutor). Click on the first white block. A pop-up box will open.

SECOND: Within the pop-up box, use the drop-down at the top to change the appointment end time to reflect a 30-minute appointment.

THIRD: Continue completing the additional drop-down boxes. At "Service Needed," select **In-Center OR Virtual Interpersonal Communication Facilitation** appointment.

FOURTH: If required by your instructor, upload any documents to the file boxes OR email them to cec@uccs.edu with the subject line "Group Presentation Practice Documents" at least 48 hours in advance of your appointment.

FIFTH: Click the "Create Appointment" button at the bottom to save your appointment.

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 address and 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 *
-- please select --

Service Needed: 30-minutes (default setting) OR 60-minutes (must change end time to 60-minutes) *
Virtual Interpersonal Communication Facilitation

Useful Comments For Your Tutor
Needs feedback form- Bobby Joe 02/28

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 5MB 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