

UCCS Excel Communication Center Four Steps to Schedule a Mock Interview

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 60-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 60-minute appointment.

THIRD: Continue completing the additional drop-down boxes. At "Service Needed," select **In-Center Mock Interview OR Virtual Mock Interview (change end time to 1 hour)**.

FOURTH: If required by your instructor, upload any documents to the file boxes or email them to cec@uccs.edu with the subject line "Mock Interview 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)

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.

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